



In an effort to slow the spread of the coronavirus, states throughout our nation have been shutting down nonessential, non-life sustaining businesses.

**Fortunately, our line of business is considered “life-sustaining business”.**  
**J. Polep will remain open and continue to operate business as usual.**

Examples of non-life sustaining businesses includes child daycare, construction, some forms of manufacturing and most retail trade including department stores, clothing stores and automobile dealers.

Again, at this time Governor Baker has not called for this law to be in place in Massachusetts, but in the event that he does **J. Polep will remain open.**

We continue to closely monitor the most recent updates and laws regarding COVID-19 and will continue to communicate them with you.

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As the health community and local governments monitor the new Coronavirus Disease (COVID-19), we are taking all necessary precautions at every level of our organization to address this public health crisis. Please review the information below to understand the preventative measures we are undertaking.

**FACILITY:**

As part of our normal overall Employee Safety Programs, we regularly disinfect our facility for airborne pathogens and have hand sanitizers throughout our facility.

In addition to this we have initiated a robust cleaning procedure which includes the following measures:

- Hourly cleaning of all restrooms, flat surfaces, doorknobs and shared facility equipment throughout the day.

- Nightly interior disinfection of all delivery vehicles.

- Drivers and helpers are equipped with sanitizing wipes and safety gloves.

- All employees are encouraged to wash their hands upon entering the warehouse, at the start and end of every shift.

**PREVENTION:**

J. Polep has implemented a “No Hand Shaking” Policy.

J. Polep is asking all employees to voluntarily report any travel plans to.

**HUMAN RESOURCES:**

Any employee with any symptoms or diagnosis relating to Hepatitis A, Shigella, Salmonella, Norovirus, E-Coli, Coronavirus D19, or Listeria will be unable to work until cleared by a physician and J. Polep Human Resources.

We are limiting access to our facility to only authorized visitors for pre- approved reasons to reduce the potential exposure to individuals.

We are also in contact with local and state health officials to stay on top of all coronavirus developments.

To ensure our employees remain aware of all available information we are posting CDC bulletins and directing them to the CDC website at [www.cdc.gov](http://www.cdc.gov)

**Our focus is always to protect all our employees and continue to provide outstanding customer service. We will continuously monitor and update as conditions warrant.**