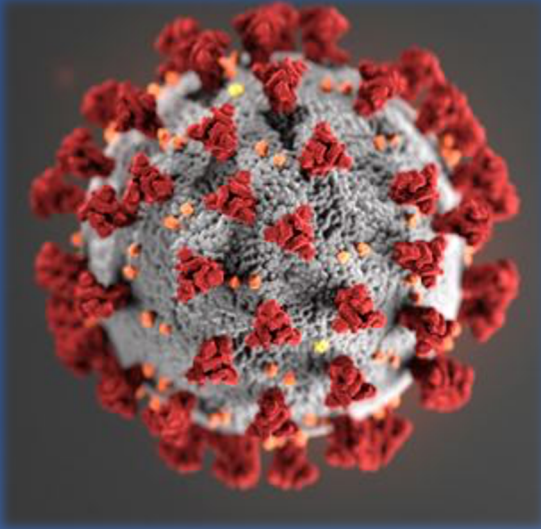


## CORONA VIRUS

03-23-2020



### Description: Corona Virus

COVID-19 is a new illness that can affect your lungs and airways. It's caused by a virus called coronavirus.

### Symptoms:

Symptoms of coronavirus (COVID-19) may appear 2-14 days after exposure.

- Fever
- Cough
- Shortness of breath
- Seek emergency care if Difficulty breathing or shortness of breath, persistent pain or pressure in the chest, feeling of confusion, bluish lips or face

### Actions/ Prevention:

- Simple measures like washing your hands for at least 20 seconds especially after you have been in public.
- If soap and water are not readily available. Use a hand sanitizer that contains at least 60% of alcohol. Cover entire surface of your hand and rub them together until they feel dry.
- Avoid touching eyes, nose, and mouth with unwashed hands
- Avoid close contact, keep about six feet away.
- Stay home if you are sick or a family member
- Cover coughs and sneezes
- Wear facemasks if you are sick, If you are not sick and caring for one it is recommended



### Steps to Prevent Illness

The best way to prevent illness is to avoid being exposed to COVID-19.



### What to Do if You are Sick

If you are sick with COVID-19 or suspect you are infected, take steps to help prevent the disease from spreading.

**LINE DRIVE TRUCKING**

**Director of Operations:**

**Phone:**





As we continue to monitor the outbreak of COVID-19 (Corona Virus Disease 2019) cases worldwide. LINE DRIVE TRUCKING is continuing to proactively implementing measures to ensure the safety and health of our team members if the situation escalates.

We have added additional information direct from the Centers for Disease Control and Prevention (CDC) to help us stay accurately informed of the COVID-19 Virus. Please make sure we meet with all team members and go over the information provided by the CDC. Safety starts at home. We want to ensure you implement the proper precautions to make sure you maintain you and your family safe. By implementing the recommendations the CDC provides will allow us to avoid disrupting our business operations as our employees will be safe. As you know LINE DRIVE TRUCKING will never compromise our employees safety over production.

Management has made it clear that we take every precaution to maintain our team members safe and have recommended a few additional steps to maintain a safe environment at work. Recommendations are as followed:

- Educate all team members of this safety alert. Hold a meeting on every locations and go over the following information
- Post up the posters attached in break rooms, board rooms, restrooms, and or meeting rooms to maintain awareness.
- Team members should reconsider any personal air travel. It will be required that they disclose their travel plans with HR. You have the duty to report and safeguard against the spread of the virus. Please consider postponing any spring break plans that involve air travel, known hot spots, mass gatherings like amusement parks, concerts, sporting events, resorts, livestock shows, etc...
- We are recommending that we postpone in- person guest visits or meetings in all offices. This includes recruiting, interviews, and meetings. We suggest we do via phone or via web meetings.
- Lunch catering, We strongly recommend that you reconsider your online food ordering as you do not know what precautions your food delivery driver is taking.
- We will discourage any pot lucks or food sharing at this moment.
- Please maintain office refrigerators clean .
- We are discouraging our team members from bringing your personal cups in at the meantime. (including Yeti tumblers, coffee mugs/cups, water bottles) Instead please ensure to order Styrofoam dispensers and cups that have a one time use and can be disposed.
- We discourage the use of water coolers as every one has the ability to reach in to grab a water. We encourage you take your own small personal cooler for you to use.
- Order plenty hand soap, disinfectant supplies for the office, Clorox wipes, disinfectant spray, and Clorox solution to dilute with water if limited on supplies
- Order plenty of hand sanitizer for the office and employees to have

We believe by education and mitigation we can maintain our Team Members safe throughout this pandemic. It is our duty that we follow the provided information and maintain our “Family” (team members) Owner operator safe. The outcome of what we do right now will determine what happens tomorrow. We can assure you that we will take every precaution to make sure we continue with operations. Please have peace of mind. We will continue to keep a close eye on the CDC reports and will keep all team members informed. Please contact the Director of operations or HR if you have any questions, comments, recommendations, or concerns.





**Safety starts at home. We encourage that you follow the following CDC recommendations. It is your duty to keep you and your family safe.**

## Keeping the home safe

Encourage your family members to...

### All households



- Clean hands at the door and at regular intervals
- Create habits and reminders to avoid touching their face and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

### Households with vulnerable seniors or those with significant underlying conditions



*Significant underlying conditions include heart, lung, kidney disease; diabetes; and conditions that suppress the immune system*

- Have the healthy people in the household conduct themselves as if they were a significant risk to the person with underlying conditions. For example, wash hands frequently before interacting with the person, such as by feeding or caring for the person
- If possible, provide a protected space for vulnerable household members
- Ensure all utensils and surfaces are cleaned regularly

### Households with sick family members



- Give sick members their own room if possible, and keep the door closed
- Have only one family member care for them
- Consider providing additional protections or more intensive care for household members over 65 years old or with underlying conditions





**Consider your team members at work. We want to make sure everyone stays safe at work and home.**

## Keeping the workplace safe

Encourage your employees to...

### Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and schedule regular hand washing reminders by email
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

### Be careful with meetings and travel



- Use videoconferencing for meetings when possible
- When not possible, hold meetings in open, well-ventilated spaces
- Consider adjusting or postponing large meetings or gatherings
- Assess the risks of business travel

### Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

### Stay home if...



- They are feeling sick
- They have a sick family member in their home






**COVID 19**  
CORONAVIRUS  
DISEASE


# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.


Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.




Avoid touching your eyes, nose, and mouth.



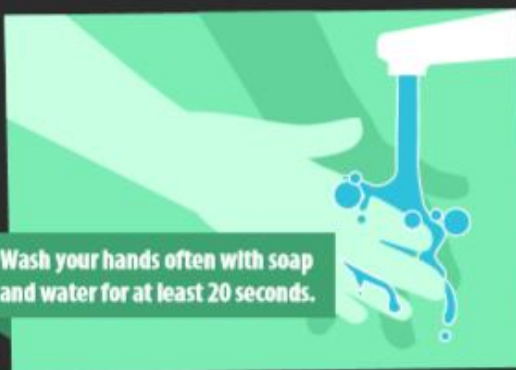
Clean and disinfect frequently touched objects and surfaces.




Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.





For more information: [www.cdc.gov/COVID19](https://www.cdc.gov/COVID19)

CS314915-A







**LINE DRIVE TRUCKING**

TRANSPORTATION . WAREHOUSING . DRAYAGE

EST: 1987

# LINE DRIVE TRUCKING

TRANSPORTATION . WAREHOUSING . DRAYAGE

**COVID**  
ENFERMEDAD DEL  
CORONAVIRUS  
**19**

## DETENGA LA PROPAGACIÓN DE LOS MICROBIOS

Ayude a prevenir la propagación de virus respiratorios como el nuevo COVID-19.

Evite el contacto cercano con las personas enfermas.



Cúbrase la nariz y la boca con un pañuelo desechable al toser o estornudar y luego bótelos a la basura.



Evite tocarse los ojos, la nariz y la boca.

Limpie y desinfecte los objetos y las superficies que se tocan frecuentemente.



Quédese en casa si está enfermo, excepto para buscar atención médica.



Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos.



Para obtener más información: [www.cdc.gov/COVID19-es](http://www.cdc.gov/COVID19-es)

CS314015-B







**LINE DRIVE TRUCKING**

TRANSPORTATION . WAREHOUSING . DRAYAGE

EST: 1987

# LINE DRIVE TRUCKING

TRANSPORTATION . WAREHOUSING . DRAYAGE

**COVID  
19**  
CORONAVIRUS  
DISEASE

## SYMPTOMS OF CORONAVIRUS DISEASE 2019

**Patients with COVID-19 have experienced mild to severe respiratory illness.**

**Symptoms\* can include**

**FEVER**



**COUGH**



**\*Symptoms may appear 2-14 days after exposure.**

**SHORTNESS  
OF BREATH**



**Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.**



For more Information: [www.cdc.gov/COVID19-symptoms](https://www.cdc.gov/COVID19-symptoms)

