

3-16-2020

Memo: To all employees and team members of The Storage Place

Covid-19 or Coronavirus is a disease that according to the Center for Disease Control (CDC) is highly contagious and can cause upper-respiratory track illness. In an effort to protect our team members, customers and our families, The Storage Place is implementing procedures and policies to help prevent the spread of infection.

TRANSMISSION: Investigations ongoing by the CDC

- Mainly spread by sick people through droplets created when they talk, cough and sneeze
- Touching contaminated objects puts the infected droplets on your hands which can enter your nose/eyes/mouth

SYMPTOMS: Symptoms may appear within 2-14 days of probable exposure

- Body/muscle aches Sore throat • Fatigue • Watery eyes • Worsening symptoms • Fever
- Seek immediate medical attention if you think you have been exposed or develop symptoms; you will need to see a doctor to obtain a referral for a Covid-19 test

PREVENTION: Maintain good personal hygiene

- Avoid shaking hands and close personal contact with others
- Do not share food, drinks or personal items
- Clean & disinfect frequently touched surfaces (phones, computers, doorknobs, counters, light switches, faucets, toilets etc.)

NEXT STEPS: Management Notification

- If you see or hear of a team member with these symptoms, or receive knowledge that a team member, customer or family member has been exposed, please notify Andrew Kane and email payroll@storageplacetx.com
- Employees feeling ill and having the above symptoms are required to stay home and will need a doctor's note certifying that isolation is not recommended before returning to work

IMPORTANT: Call Andrew Kane immediately at 361-728-4339 and email payroll@storageplacetx.com

Daily Facility Cleaning – Clean and disinfect frequently touched items using an approved disinfectant (doorknobs, counters, light switches, faucets, computers, desk phones and cell phones, toilets etc.) On our Free truck and U Hauls we will need to wipe down (steering wheel, door handles inside and out, buttons, knobs etc.)

See links below for information regarding disinfecting instructions and *What to do if you are sick*:

<https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>

<https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html>

We may update our policy and suggested procedures as more information becomes available.