



*Our COVID-19 Adherence Policy.*

- We're following updates on COVID-19, including guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO) and local health officials.
- A solid communications plan covering management, staff and associates, suppliers, and customers. We send regular updates via e-mail and Web portals to discuss what is currently being done and plans for the future at Bimpe!
- We require personal hygiene requirements for all employees, including hand washing and proper use of personal protective equipment (PPE).
- We maintain vigorously social distancing rules for our offices and warehouse as well as permitting employees to work from home where appropriate.
- Our Bimpe team has increased their attention to disinfecting work areas, equipment, office areas, office supplies, breakroom and restroom facilities. Our employees conduct a complete between-shift wipe-down of handrails, desks, lifts and other equipment workers typically come in contact with.
- We ensure adequate quantities and use of hand sanitizers and antiseptic wipes.
- We limit access to the facility. We meet drivers and other non-essential visitors in the lobby of the dock. If we require having them come into the facility, we take their temperatures first.
- We limit daily breaks and lunch to on-site locations so workers are not exposed to infections outside of the workplace. We limit interaction among employees during shift changes. We now conduct regular team stand-up meetings in smaller groups of 10 or less.
- We bar anyone who appears to have a fever or respiratory illness. Also conduct temperature checks of employees arriving and departing the facility. For new hires as well as current team members include temperature checks. All team members must sign the COVID exposure form.
- We are continuing to educate our staff and discuss prevention.
- Our cafes are increasing the frequency of cleaning and disinfecting all areas.

Please continue to follow [CDC guidelines for remaining safe and healthy.](#)