Transamerican AUTO PARTS

One Team ◒ One Vision ◒ One Goal

Safety Training Sign-in Sheet

Lesson Title: **Safety Stand Down**

Review: Email from EHS with directions; Start Strong Retail Store Precautions; Stop Germs! Wash Your Hands; What to do if you are sick; & Everyday Preventive Actions

Date: _____

Supervisor/Trainer: _____

This is to certify that I, the undersigned, did receive training on the date indicated and that I understand the material presented.

	Employee Name (Print)	Department	Signature
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START STRONG

The purpose of this publication is to provide an educational resource, for our workforce, with the intent to eliminate known hazards within our work environment. This publication should be shared with all store employees within the week that it is produced. Store employees should sign this document or a sign-in sheet upon group review and it will be placed in the IIPP for reference.

Shop Talk Topic: Retail Store Precautions—Preventing the spread of germs/illness **Mar. 9, 2020**

Everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Clean your hands often by washing them with soap and water for at least 20 seconds or using an alcohol-based hand sanitizer that contains at least 60%-95% alcohol. Soap and water should be used if hands are visibly dirty.
- It is especially important to clean hands after going to the bathroom, eating, after coughing, sneezing or blowing your nose
- Avoid close contact with people who are sick (minimum of 6ft)
- Avoid touching your eyes, nose, and mouth
- Stay home when you are sick or have symptoms
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- Clean and disinfect frequently touched objects and surfaces

Identify the signs and symptoms which include:

- Fever
- Cough
- Difficulty breathing/shortness of breath
- If you believe you are sick and/or have the flu or flu like symptoms stay home from work

Initial Supplies for Retail Stores:

The following list of products must be made available to teammates and customers for immediate and continual use during working hours. Each area must be checked regularly to ensure adequate quantities are immediately available.

- Alcohol-based hand sanitizer at the entrance doors and counters
- Anti-bacterial hand soap in the restrooms and at shop sinks/tubs
- Disinfectant wipes for store counters, door handles, tools, customer vehicle door handles/steering wheels, etc.

Instructions:

On a continual basis, thoroughly wipe down and disinfect:

- Store door handles (Interior and Exterior)
- Store counter
- Customer vehicles door handles and steering wheel/shift levers, etc.
- Restroom fixtures and surfaces
- Shared handles and surfaces (water coolers, coffee pots, shared keyboards, telephones, tools, light switches, break area table, microwave, refrigerator handles, table tops).

Note: Branding is not specific on these products. What's important is that we do not run out!
There will be additional messages on this subject in the near future, if needed.

Take these precautions at your store now!

Stop Germs! Wash Your Hands.

When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

How?

Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.

Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.

Rinse hands well under clean, running water.

Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

LIFE IS BETTER WITH CLEAN HANDS

www.cdc.gov/handwashing

This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

CS310027-A

COVID 19 CORONAVIRUS DISEASE

What to do if you are sick with coronavirus disease 2019 (COVID-19)

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.

Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

Separate yourself from other people and animals in your home

People: As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

Animals: Do not handle pets or other animals while sick. See COVID-19 and Animals for more information.

Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

Wear a facemask

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60 to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

Clean your hands often

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Clean all "high-touch" surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

Monitor your symptoms

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). **Before** seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

Discontinuing home isolation

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

For more information: **www.cdc.gov/COVID19**

CS 314837-D 02/24/2020

Everyday Preventive Actions Can
Help Fight Germs, Like Flu

FIGHT FLU

CDC recommends three actions to fight flu.

1. The first and most important step is to get a flu vaccination each year.
2. If you get sick with flu, take prescription antiviral drugs if your doctor prescribes them. Early treatment is especially important for the elderly, the very young, people with certain chronic health conditions, and pregnant women.
3. Take everyday preventive actions that may slow the spread of germs that cause respiratory (nose, throat, and lungs) illnesses, like flu. This flyer contains information about everyday preventive actions.

How does flu spread?

Flu viruses are thought to spread mainly from person to person through droplets made when people with flu cough, sneeze, or talk. Less often, a person might get flu by touching a surface or object that has flu virus on it and then touching his or her own mouth, nose, or possibly eyes. Many other viruses spread these ways too. People infected with flu may be able to infect others beginning 1 day before symptoms develop and up to 5-7 days after becoming sick. That means you may be able to spread flu to someone else before you know you are sick as well as while you are sick. Young children, those who are severely ill, and those who have severely weakened immune systems may be able to infect others for longer than 5-7 days.

What are everyday preventive actions?

- Try to avoid close contact with sick people.
- If you or your child gets sick with flu-like illness, CDC recommends that you (or your child) stay home for at least 24 hours after the fever is gone except to get medical care or for other necessities. The fever should be gone without the use of a fever-reducing medicine.
- While sick, limit contact with others as much as possible to keep from infecting them.
- Cover your nose and mouth with a tissue when you cough or sneeze. After using a tissue, throw it in the trash and wash your hands.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand rub.
- Avoid touching your eyes, nose and mouth. Germs spread this way.
- Clean and disinfect surfaces and objects that may be contaminated with germs that can cause respiratory illnesses like flu.
- If an outbreak of flu or another illness occurs, follow public health advice. This may include information about how to increase distance between people and other measures.
- If an outbreak of flu or another illness occurs, follow public health advice. This may include information about how to increase distance between people and other measures.

For more information, visit:
www.cdc.gov/flu

or call **1-800-CDC-INFO**

U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

What additional steps can I take at work to help stop the spread of germs that can cause respiratory illness, like flu?

- Find out about your employer's plans if an outbreak of flu or another illness occurs and whether flu vaccinations are offered on-site.
- Routinely clean frequently touched objects and surfaces like doorknobs, keyboards, and phones, to help remove germs.
- Make sure your workplace has an adequate supply of tissues, soap, paper towels, alcohol-based hand rubs, and disposable wipes.
- Train others on how to do your job so they can cover for you in case you or a family member gets sick and you have to stay home.
- If you begin to feel sick while at work, go home as soon as possible.

What additional preventive actions can I take to protect my child from germs that can cause respiratory illness, like flu?

- Find out about plans your child's school, child care program, or college has if an outbreak of flu or another illness occurs and whether flu vaccinations are offered on-site.
- Make sure your child's school, child care program, or college routinely cleans frequently touched objects and surfaces, and that they have a good supply of tissues, soap, paper towels, alcohol-based hand rubs, and disposable wipes on-site.
- Ask how sick students and staff are separated from others and who will care for them until they can go home.

Everyday preventive actions can help slow the spread of germs that can cause many different illnesses and may offer some protection against flu.

Vendor Contact List

Below is a contact list of vendors that may have limited supplies of antibacterial soaps, alcohol sanitary wipes, and alcohol based hand sanitizer. This list is active as of 3-12-2020

Cat Cubel – Nat. Acct. Exec.
UniFirst Corporation
104 N 14th Street
Phoenix, AZ 85034
Mobile: 602-920-0590
800-347-7888 Ext. 6321
cathleen_cubel@unifirst.com

Hi Ethan,
These products are already approved items on your contract. Each local UniFirst location would order the products and install locally, servicing weekly along with your other items.

Contract Item - Description	UniFirst Item #	Price Per Unit	Loss / Damage
Anti-Bacterial Cleaners			
1250 ml Luxury Foam Wash Anti-Bacterial	1981	$18.2534	NA
1250 ml Dispensing System Foam Soap	1943	NC	$10.85
Purell Waterless Hand Sanitizers Rental			
1000 ml Purell Instant Hand Sanitizer	1988	$1.6546	NA
1000 ml Purell Instant Hand Sanitizer Dispenser	1989	NC	$9.95

These are the wipes. If you want them I will have them priced and have Mike approve them to be added to your profile. Roughly they are about $15.

Purell Sanitizing Hand Wipes - 270 Count Canister.	19AX

Phil Young
National Account Manager
MSC Industrial Supply Co.
525 Harbour Place Drive
Davidson, NC 28036
Office: (949) 588-8848
Mobile: (949) 300-5102
E-mail:
philip.young@mscdirect.com
www.mscdirect.com

Vendor Contact List

Below is a contact list of vendors that may have limited supplies of antibacterial soaps, alcohol sanitary wipes, and alcohol based hand sanitizer. This list is active as of 3-12-2020

Susan Hatfield National Account Manager
One Pollock Place, Grand Prairie, TX 75050
D 972.337.3646 M 817.455.4702
Susan.Hatfield@pollock.com www.pollock.com

POLLOCK
ORORA