**Covid-19**

March 12, 2020

Fresh Choice is committed to protecting the health of our clients and staff. It is imperative we follow standard SOP’s in addition to expanded measures to help prevent the spread of coronavirus disease 2019 (COVID-19) from our operations and activities. Please refer to the following procedures and do your part to minimize the spread of this (and other) viruses.

For those of you that work primarily within our facility,

* take precautions to keep yourself and your families well
* frequently wash your hands with soap and hot water for at least 20 seconds
* use hand sanitizer if handwashing facilities are unavailable
* refrain from touching your mouth, nose or eyes with unwashed hands
* cover your coughs or sneezes with a tissue and then discard it in an appropriate waste station
* sanitize your workspace, cell phone and other commonly used items
* fist or elbow bump when greeting people instead of shaking hands
* stay home if you are sick or have a fever

For those of you that also work in the general public away from our facilities,

* take precautions to keep yourself and your families well
* frequently wash your hands with soap and hot water for at least 20 seconds
* use hand sanitizer and disinfecting wipes when handwashing facilities are unavailable
* refrain from touching your mouth, nose or eyes with unwashed hands
* wear gloves when handling and delivering product to customers.
* use your own pen and wipe it down after a customer has touched
* take precautions to limit the material you touch when making a delivery or visiting a customer and ensure you clean your hands immediately afterwards
* cover your coughs or sneezes with a tissue and then discard it in an appropriate waste station
* sanitize your workspace, cell phone and other commonly used items
* fist or elbow bump when greeting people instead of shaking hands
* stay home if you are sick or have a fever

If you have any other suggestions, ideas, questions, or concerns, reach out to a member of our Covid-19 task force. Members include Marcel Richard, Mike Stewart, Kathy Bridges, and Eric Peabody.