



***Daniel's Moving and Storage, Inc.***

6131 W. Van Buren, Phoenix, AZ 85043  
602-278-6110 877-278-6110 Fax 602-484-0810



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# COVID-19 POLICY RESPONSE



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It is Daniels Moving and Storage, Inc. intent to implement and enforce policies intended to keep employees, contractors, and customers safe. The purpose of this policy is to address the company's commitment to reduce risk and liability by mitigating contamination from communicable diseases.

Employees share a responsibility for maintaining a safe and healthy working environment. The company requires that they abide by the following precautionary measures:

- Cover mouth/nose when coughing/sneezing. Use tissues or the crook of the elbow to cover, not hands. If you do cough or sneeze into your hands, wash them immediately.
- Keep your distance. Avoid spending time near others when possible. No unnecessary meetings should be held. If a meeting must be held, find a spacious venue so that attendees do not have to sit close together; make sure that the space is well ventilated.
- Limit touch. Do not greet people with handshakes. Avoid touching your face (eyes, nose, mouth).
- Wash your hands frequently for at least 20 seconds. Using hand sanitizer is an alternative to or in addition to handwashing. Sanitizers must be at least 60% alcohol. Be conscious of high-touch surfaces, like door handles, and wash your hands or sanitize after you have touched surfaces and objects that others have handled.
- Disinfect surfaces and objects. Wipe down phones, keyboards and any other frequently touched objects or surfaces in the workspace with disinfectant wipes.
- Personal protective equipment (PPE) is required for all employees meeting with or going to a customer location during a declared pandemic.
  - Personal protective equipment includes disposable gloves and face mask

As a further commitment to the company's contamination mitigations efforts, the following steps will be taken:

- All office hard surfaces will be disinfected daily
- Truck cabs will be disinfected daily
- Employee will be trained on the proper donning and doffing of PPE
- New PPE will be provided to all production crew at the beginning of each day, equal to the number of jobs the crew member will be on that day
- Antibacterial gel will be available at reception, dispatch, and other high traffic areas
- Crew member temperatures will be taken and recorded each day. Crew member with an elevated temperature will be isolated and sent home per the Center for Disease Control guidelines.
- A "COVID Checklist" will be completed in partnership with the customer on the day of the move. Upon arrival, the lead crew member will ask the customer to certify that they, to the best of their knowledge, do not present current symptoms of COVID-19. Daniel's will confirm in kind. \*\*The company will do its utmost to ensure that any disclosure made to the company regarding your health will be handled with the utmost sensitivity. Information will only be shared with staff on a need-to-know basis, for purposes of ensuring your safety and the safety of those who work with you.



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### COVID-19 QUESTIONNAIRE/CHECKLIST

Customer Name: \_\_\_\_\_ Order Number: \_\_\_\_\_

#### The following to be confirmed with the Customer/CSR:

The following questions have been reviewed between you and your Daniel's Moving & Storage, Inc CSR on \_\_\_\_\_

Have you (or anyone in your party) had a fever of 100.4 or greater in the last 72-hrs? Yes \_\_\_ No \_\_\_

Do you (or anyone in your party) have a cough? Yes \_\_\_ No \_\_\_

Have you (or anyone in your party) traveled recently? Yes \_\_\_ No \_\_\_

Are you (or anyone in your party) experiencing shortness of breath or difficulty breathing? Yes \_\_\_ No \_\_\_

Have you (Or anyone in your party) had any EXPOSURE to or CONTACT with a POSITIVE OR SUSPECTED COVID-19 person? Yes \_\_\_ No \_\_\_

Are you (or anyone in your party) able to practice social distancing? Yes \_\_\_ No \_\_\_

By signing below, you acknowledge the above questions to still be true and correct:

Customer: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

#### The following has been confirmed by Daniel's Moving & Storage, Inc:

Have you (or anyone in your party) had a fever of 100.4 or greater in the last 72-hrs? Yes \_\_\_ No \_\_\_

Do you (or anyone in your party) have a cough? Yes \_\_\_ No \_\_\_

Have you (or anyone in your party) traveled recently? Yes \_\_\_ No \_\_\_

Are you (or anyone in your party) experiencing shortness of breath or difficulty breathing? Yes \_\_\_ No \_\_\_

Have you (Or anyone in your party) had any EXPOSURE to or CONTACT with a POSITIVE OR SUSPECTED COVID-19 person? Yes \_\_\_ No \_\_\_

Are you (or anyone in your party) able to practice social distancing? Yes \_\_\_ No \_\_\_

By signing below, you acknowledge the above questions to be true and correct: Daniel's Moving & Storage, Inc Rep:

\_\_\_\_\_ Date: \_\_\_\_\_



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How to make a cloth mask: <https://www.youtube.com/watch?v=tPx1yqvJgf4>

Apply and remove face mask: <https://www.youtube.com/watch?v=rP99s0uJ5zM>

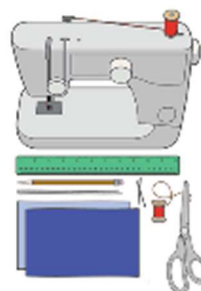
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## Sew and No Sew Instructions

### Sewn Cloth Face Covering

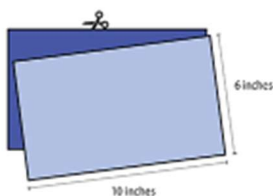
#### Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

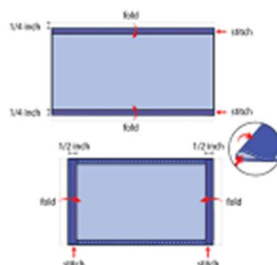


#### Tutorial

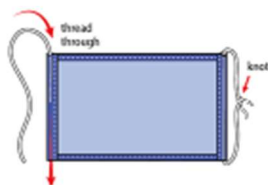
**1.** Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the mask as if it was a single piece of fabric.



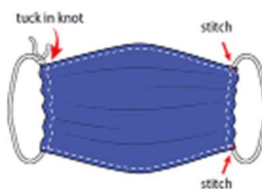
**2.** Fold over the long sides  $\frac{1}{4}$  inch and hem. Then fold the double layer of fabric over  $\frac{1}{2}$  inch along the short sides and stitch down.



**3.** Run a 6-inch length of  $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the mask. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the mask behind your head.



**4.** Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the mask on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.





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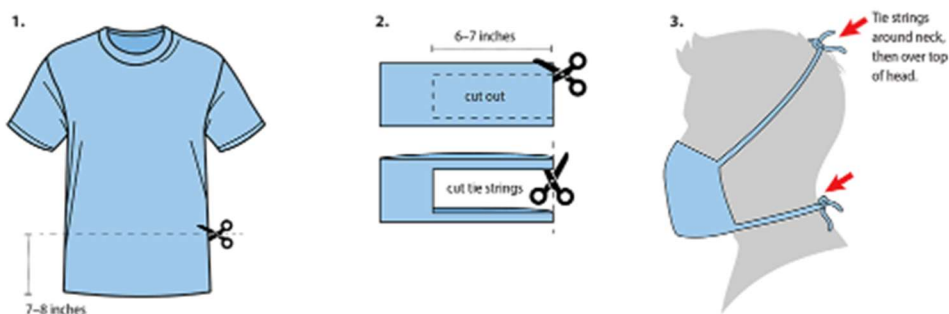
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### Quick Cut T-shirt Face Covering (no sew method)

#### Materials

- T-shirt
- Scissors

#### Tutorial

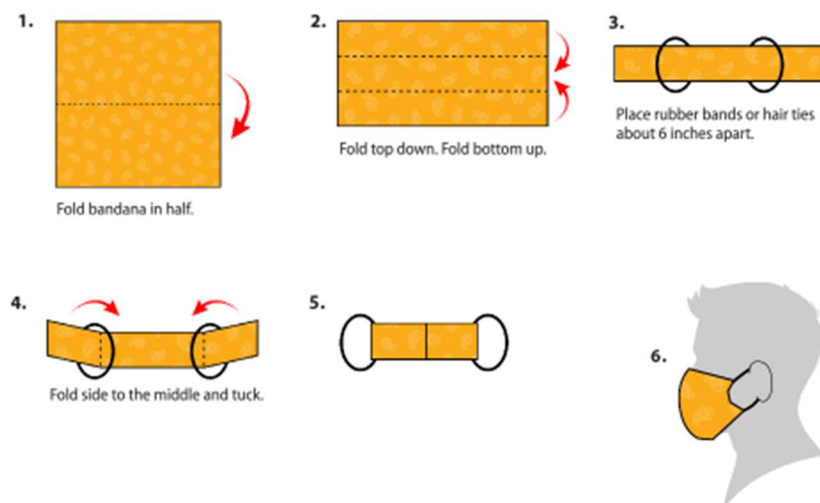


### Bandana Face Covering (no sew method)

#### Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

#### Tutorial












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### All of the masks, explained

| MASK  | USE   | DESCRIPTION   | USUAL COST  | WHO NEEDS FOR COVID-19  |
|---|---|---|---|---|
| <b>Homemade mask (reusable if washed)</b><br>                                  | Recommended for everyone in the US by the CDC, for use in public places, like grocery stores.                         | Homemade masks can be sewn, cut, or fashioned from a bandana and coffee filter, per the CDC. The masks should be washed routinely.  | Low cost  | People in crowded places where it's difficult to maintain 6 feet of distance between yourself and others.     |
| <b>Surgical mask (disposable)</b><br>  | Surgeons (mainly, so they don't get germs on their patients)  | Can help protect wearers from getting others sick through their spit.<br><br>Doesn't protect healthy people from acquiring an illness, and a loose fit leaves room for error. | \$0.25  | Sick people (to avoid infecting others), and caretakers   |
| <b>N95 respirator (disposable)</b><br>                                       | Working with dust, mold, or medical/ environmental emergencies. Only protects against particles, not gases or vapors. | Can help protect healthcare workers from germs by blocking out at least 95% of small airborne particles — if worn correctly.  | \$2–\$4   | Healthcare workers  |
| <b>P100 respirator/ gas mask (reusable)</b><br>                              | Painting/ woodworking, exposure to lead, asbestos, solvents and chemicals.  | Protects manual laborers from exposure to lead, asbestos, solvents, and other dangerous chemicals on the job.   | \$25–\$50   | Effective for all, but unnecessary  |
| <b>Full face respirator/ Powered air-purifying respirator (reusable)</b><br> | Painting or scenarios where a person needs protection from gases and vapors. Protects the eyes.                       | Protects people from gases and vapors. Can be a better fit for people with breathing problems or robust facial hair.  | Prices vary. Start around \$115 for basic models. | Could be for people who have a hard time breathing in a regular mask, as some are powered with an air supply. |



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## VIDEO REFERENCES

### PROPER MASK REMOVAL

<https://www.youtube.com/watch?v=rP99s0uJ5zM>

### PROPER REMOVAL OF GLOVES

[https://www.youtube.com/watch?v=kesQF\\_G3pQ8](https://www.youtube.com/watch?v=kesQF_G3pQ8)

### VEHICLE SANITIZING

Cleaning Procedures

### SANITIZING CRATES

IMG 1455.MOV

### TAKING CREW TEMPERATURE

IMG 1459.MOV