



HYGIENE AND TEMPORARY SOCIAL DISTANCING SOP

MARCH 2020

Consistent with our already written GMP's, ALL EMPLOYEES must wash their hands thoroughly with plenty of soap and rinse thoroughly with water before starting your shift, after using the restroom, prior to and after each break, and between each delivery or merchandising stop. Hand sanitizer or alcohol wipes may be used when hand washing is not available. Thorough hand washing with soap and water is always preferred.

Employees will utilize hand sanitizer, cleaning wipes, alcohol spray, and/or other approved cleaning supplies on their work areas/surfaces prior to beginning work, between customer deliveries or interactions, and in between meetings where interaction with others is necessary.

- Employees operating tractor trailers/sideloaders/company vehicles will be required to wipe down the steering wheel, gear shift, instrument cluster, interior and exterior door handle at the beginning and end of use.
- Employees working on forklifts will be required to wipe down the steering wheel, lift knobs, and hand grips at the beginning and end of use.
- Employees who work at desk areas must wipe down the desk, keyboard, mouse, phone, doorknobs and light switches at the beginning and end of their shift.

Social Distancing

During seasons of high-risk illness and/or epidemics, breaks are to be taken in groups of 2 or less. Employees taking breaks together will separate into areas that allow a minimum of 6 feet of separation.

Employees working together will keep a minimum distance of 6 feet when working in the same area. If 6 feet of distance is not possible, employees must limit closer proximity to only one other employee and receive approval from a supervisor.

Meetings, gatherings, or other events that require multiple employees to be within a confined area that prevents the space of 6 feet between each person will be limited and converted to conference calls whenever possible. Stand-up meetings typically held in smaller rooms will be moved to larger areas to accommodate 6 feet of separation between employees. Employees who do not have a need to work at the Ale-8 facility, will be asked not to enter the facility unless necessary and approved by their supervisor.

When Arriving at Ale-8 Bottling Plant

1. All drivers and others entering at the back door of warehouse must use the hand sanitizer station immediately upon entering the building.
2. All drivers and others entering at the new warehouse dock area must wash their hands thoroughly with soap in the restroom or use the newly installed hand sanitizer pump on the outside of the bathroom, immediately upon entering the building.
3. All employees who enter the front doors or production entrances are required to go to a restroom or other wash station immediately upon entering the building and wash your hands thoroughly with soap.
4. As we practice social distancing and maintain 6 ft away from all other personnel, only one person should be in the restroom or using a wash station at a time.

Driver Check-In and Check-Out Procedures

1. When drivers check out their trucks for the day, the supervisor will maintain a 6ft distance, the driver will call out the bay count and the supervisor will check off the quantity.
2. Supervisors and Drivers should practice 6 ft distancing. Lay down the load form, back away, and then the driver can sign.
3. Wipe down truck handles, steering wheels and any handle that someone may have used when they moved your truck into position.

When Drivers Return to Office at End of Day

1. After entering building, use the hand sanitizing station or wash your hands thoroughly before anything else.
2. Maintain 6 ft distance from everyone. Use same distance during check-in with Warehouse person checking you in. Wipe down your truck steering wheel and any handles.
3. When getting paperwork in order, only one person in check-in area at a time. Wait in designated areas for the person ahead of you to leave, then enter area.
4. After settling, wash hands again and leave the building. Maintain 6 ft of distance at all times.

When Drivers or Merchandisers Visit Stores

1. Employees should do their best to maintain 6 ft from others at all times.
2. After making deliveries or merchandising the store, employee should wash hands thoroughly or use the alcohol wipes provided each time they get back into their vehicle.
3. Consistent with our already written GMP's, if picking up returnable bottles, make that your last act at the store, then wash your hands thoroughly with soap and water.

Remember any doorknob, door handle, pallet jack, or bask cart, was touched by someone else before you used it. Wash your hands or use your wipes after working every store.

This will be our required SOP until further notice, as we monitor and assess the risk to our employees, their families, our larger community, as well as the ability to maintain ongoing operations for our small business.

THANK YOU for your cooperation and dedication. We will get through this together. The more closely we and others adhere to these hygiene and social distancing standards, the sooner the risk will pass.