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Version 5

BDS SAFE@WORK FIELD HANDBOOK

A Guide for COVID-19 Pandemic
Preparedness and Response for the Field

TABLE OF CONTENTS

PREFACE	3
PREVENTATIVE MEASURES	4
DAILY SELF-SCREENING.....	4
IN-STORE REQUIREMENTS.....	4
Face Coverings and Masks.....	4
Disposable Gloves.....	4
SOCIAL DISTANCING	4
PERSONAL HYGIENE GUIDELINES	5
COVER YOUR COUGHS AND SNEEZES.....	5
WASH YOUR HANDS OFTEN OR USE HAND SANITIZER.....	5
AVOID TOUCHING YOUR FACE OR HIGH-CONTACT SURFACES.....	5
CLEANING AND DISINFECTING PROCEDURES.....	5
VULNERABLE POPULATION AND DEPENDENT CARE GUIDELINES.....	6
TRAVEL GUIDELINES	6
Non-Essential Personal Travel	6
Business Travel	6
EMPLOYEE TRAINING.....	6
DAILY SELF-SCREENING QUESTIONS.....	7
SELF-QUARANTINE AND RETURN TO WORK PROCESS.....	9
GUIDANCE FOR SELF-QUARANTINING.....	9
SUBMITTING FOR RETURN TO WORK AFTER HOME ISOLATION	10

PREFACE

BDSer's,

Here at BDS, our people are our top priority. We want to let you know that we are closely monitoring the COVID-19 pandemic and doing everything possible to help our employees and communities stay safe.

This includes taking proactive measures such as regularly checking developments on the COVID-19 outbreak, adhering to CDC and state guidelines, implementing safety protocols and procedures for Field visits, and encouraging you to take care of your health first and foremost.

When conducting store visits, there are several precautions that you should take to protect your health and the health of those around you. This Field Safety Handbook is intended to help outline our safety practices as you conduct work in the Field. This guide is not all-inclusive, and directives may change as time goes on and further guidance is provided. In addition to following the general safety guidelines, ensure you are aware and following all specific retailer safety guidelines as outlined by your program leadership.

During this time, we ask that you keep the lines of communication open with us. If there is a time that you are uncomfortable going into stores, please notify your Manager as soon as possible. We will continue to keep you updated on any changes to our safety protocols.

On a final note, we want to thank you for all of your past, current and future contributions to BDS. We appreciate your patience and support as we navigate these unprecedented times.

PREVENTATIVE MEASURES

BDS **requires** that all employees follow the preventative measures outlined below while conducting in-store visits.

DAILY SELF-SCREENING

All employees must conduct a daily Self-Screening prior to going to work. Please follow the steps in the **Self-Screening** section.



DO NOT go to work if you are sick. Stay home and notify your manager immediately.

IN-STORE REQUIREMENTS

Follow all safety directions provided by the retailer you are visiting. BDS will supply you with or reimburse you for the following, please ask your manager for the process on requesting these items.

Face Coverings and Masks

All reps are required to wear face coverings or masks during store visits. *If you are unable to wear a face covering or mask, please reach out to your manager for further guidance.*

Reusable face coverings should be washed following each shift.



Disposable Gloves

Gloves are **required** in the following states*:

- Colorado
- New Jersey
- Michigan
- Nevada
- Kentucky

All reps may choose to wear gloves, but if you choose to do so, please follow the CDC Guidelines [here](#).

Disposable gloves should be properly discarded after your work is completed. If the gloves are torn, ripped or have a hole in them, replace them immediately.

[**Follow these instructions**](#) for safely removing soiled gloves.

*This list may not be all-inclusive; check your local/state guidelines for more information.

SOCIAL DISTANCING

Social distancing is a simple yet effective mechanism to prevent potential infection. When conducting in-store visits, please abide by the following social distancing guidelines:

- All employees must maintain 6-ft (about 2-arms' length) distance from customers, retail associates and colleagues (per CDC Guidelines) whenever possible.
- Employees are not to congregate in any way that would violate social distancing guidelines, including but not limited to retail break areas, retail hallways, retail restrooms, parking lots, etc. Do not gather in groups, stay out of crowded places, and avoid mass gatherings.



- Eliminate contact with others, such as handshakes.
- Avoid those who appear to be sick, or who are coughing or sneezing.



PERSONAL HYGIENE GUIDELINES

All employees are required to follow these personal hygiene guidelines as outlined by the CDC:

COVER YOUR COUGHS AND SNEEZES

Cover your nose and mouth with a tissue when you cough or sneeze.



Dispose of used tissues in a lined trash can and wash your hands afterward.

WASH YOUR HANDS OFTEN OR USE HAND SANITIZER

Wash your hands often with soap and water for at least 20 seconds. This is especially important after:

- Blowing your nose
- Coughing or sneezing
- Going to the bathroom
- Before preparing food or eating



Hand sanitizer is acceptable if soap and water are not available.

Use an alcohol-based sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.



AVOID TOUCHING YOUR FACE OR HIGH-CONTACT SURFACES

Avoid touching your eyes, nose, and mouth with unwashed hands.



Wherever possible, use door kicks instead of handles or use a tissue if you must touch the handle.

CLEANING AND DISINFECTING PROCEDURES

All employees will be required to abide by the following cleaning and disinfecting guidelines outlined below.

Clean all objects and surfaces you touch during your store visit. This includes, but is not limited to: boxed stock, demo units, signage, and POP material.



Most retailers will provide you with disinfecting equipment, such as wipes and sprays. If you are unsure of which retailers will provide this to you, please reach out to your manager



Sanitizing starts before you leave the car. Take only the supplies you need for your visit with you into the store. Avoid multiple trips to your car unless absolutely necessary.



If you do need to go out to your car, bring hand sanitizer or wash your hands after each trip.

VULNERABLE POPULATION AND DEPENDENT CARE GUIDELINES

BDS is willing to be reasonable and understanding during this time due to limitations for childcare, etc. and will adhere to all guidelines under the Americans with Disabilities Act (ADA) and other applicable laws pertaining to accommodations.

Employees who are a part of the vulnerable population or cannot return to work due to COVID-19 are required to reach out to their [HR Business Partner](#) for guidance on next steps and/or any applicable accommodations.

TRAVEL GUIDELINES

Non-Essential Personal Travel

Currently, we recommend employees refrain from non-essential personal travel. If an employee must travel, BDS requests that the employee follow [CDC Travel Guidelines](#).

Employees must reach out to their HR Business Partner for further guidance. We also ask that you continue to self-monitor during and after travels for any COVID-19 related symptoms.

- All vacation requests must have prior approval from your manager.
- **If an employee does travel, they may be required to self-quarantine for 14 days prior to returning to work.**

Business Travel

Employees who engage in air travel for business-related purposes, we ask that you follow the safety procedures above as well as the recommended [CDC Travel Guidelines](#) for domestic and international travel. Please note that all non-essential business travel is currently on hold.

Employees should also continue to self-monitor during and after traveling for any COVID-19 related symptoms.

EMPLOYEE TRAINING

All employees will be required to take minimum safety trainings dependent on their team and the retailer(s) they service. Trainings will be assigned via Engage Center or the designated retailer platform. Managers will provide you with information on what trainings need to be completed.

DAILY SELF-SCREENING

The safety of our employees remains our primary concern. As the COVID-19 pandemic continues to evolve and spread globally, BDS is monitoring the situation closely and will update company guidance on current recommendations from the Centers for Disease Control (CDC) and World Health Organization (WHO).

The daily self-screening process is in place to prevent sick or symptomatic employees from coming to work. Employees who show symptoms during self-screening must reach out directly to their [HR Business Partner](#) for further guidance.

If you are confirmed positive for COVID-19 by a medical professional, refer to the Self-Quarantine and Return to Work processes.

COVID-19 EMPLOYEE SELF-SCREENING QUESTIONS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors, **all employees MUST complete the self-screening questionnaire below DAILY prior to conducting visits.**



For additional information on COVID-19 symptoms and when to contact a medical professional, refer to the [CDC Self-Checker](#).

Are you showing any signs of one or more of the following symptoms?	YES	NO
Do you have a temperature greater than 100.4 °F?		
Are you experiencing one or more of the following:		
Cough		
Shortness of Breath		
Difficulty Breathing		
Fever		
Chills		
Muscle Pain		
Sore Throat		

*continued from previous page	YES	NO
New Loss of Taste or Smell		
Nausea		
Vomiting		
Diarrhea		
Have you been exposed to someone with COVID-19 positive test results?		
Within the past 14 days, has a member of your household or other individual with whom you have had close personal contact:		
Been diagnosed with COVID-19?		
Been instructed by a medical professional to self-quarantine due to symptoms of COVID-19?		
Self-diagnosed that they likely have COVID-19 based on their symptoms?		
Have you travelled internationally within the past 14 days?		
Have you travelled on a cruise ship or riverboat within the past 14 days?		

If the answer is YES to one or more of these questions, please reach out to your HRBP immediately.

SELF-QUARANTINE AND RETURN TO WORK PROCESS

Employees who have been directly exposed to COVID-19, test positive for COVID-19, or have COVID-19 symptoms present should self-quarantine for 14 days. During this time, employees are expected to continue working from home when possible. **Employees must work directly with HR before returning to work.**

GUIDANCE FOR SELF-QUARANTINING

Follow these guidelines for effective self-quarantine:

- Stay away from other people in your home as much as possible by staying in a separate room and using a separate bathroom, if available.
- No visitors unless the person needs to be in your home.
- If you need medical attention, call ahead to ensure you are going to the right place and taking necessary precautions.
- Wear a face mask if you must be around other people.
- When you cough/sneeze, cover your mouth and nose with a tissue and immediately throw the tissue in the garbage. Wash your hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer that is at least 60% alcohol.
- Avoid sharing household items, including drinking glasses, eating utensils, towels or even bedding. Wash these items thoroughly after using.
- Clean high-touch surfaces daily using a household cleaner or disinfectant wipe.
- Shared spaces in the home should have good airflow. Use an air conditioner or open windows.



Continue monitoring for any symptoms. If symptoms worsen, contact your healthcare provider. Worsening symptoms* include:

- Difficulty breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face



*This list does not contain all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

SUBMITTING FOR RETURN TO WORK AFTER HOME ISOLATION

Employees who are directed to self-isolate may return to work under the following conditions, consistent with WHO/CDC guidelines:

Please contact HR prior to returning to work, to ensure you have met one of the below criteria.
***Additional documentation may be required.**

Employees who were directed to self-isolate with COVID-19 symptoms may discontinue isolation under the following conditions:

- At least 10 days* have passed since symptom onset **and**
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and**
- Other symptoms have improved

Employees who were directed to self-isolate but never develop COVID-19 symptoms:

- May discontinue isolation and other precautions 10 days after their first positive test result
- May discontinue isolation and other precautions if no symptoms develop within 14 days of initial exposure

**** Some with severe illness may need to quarantine beyond 10 days, potentially up to 20 days and should consult an expert.***