



President Container Group

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March 28, 2020

Operation Wipe Down – COVID19 Response Plan

Attention all:

The following process will be implemented effective immediately with no exceptions until further notice: (Machine Center Wipe Down).

As per CDC recommendation; the proper solution has been made for use. I personally mixed the solution, labeled and Initialed the 5 Gallon Buckets.

I will manage the solution and ensure we have sanitizing solution at all times.

No solution is to be made unless I am present or mixing it myself for everyone's safety.

Please remove all spray bottles at machine centers that are not properly labeled or made by Ink Kitchen or Myself.

PPE required when handling cleaning solution:

Standard Cleaning gloves,

Eye Protection – which they should be wearing at all times while on the production floor.

Surfaces to Sanitize are as follow but are not limited too:

Desks/Work Tables/Table Tops,

Phones, Keyboards & Monitors (This includes touch screen monitors),

Door Knobs/Handles,

Control Stations & Buttons

Forklifts, Golf Carts, Tricycles, RICOHS/ Walk behind Sroka – All Handles/Controls, Steering Wheels & Rails

Dry End & Wet End Hand Rails

Scheduled times for Machine Center/Department Wipe Downs:

Corrugator, Converting, Shipping:

Wipe Down Schedule: 7:00AM & PM | 11:00AM & PM | 1:00PM & AM | 5:00PM & AM

Corporate Headquarters

200 West Commercial Ave. • Moonachie, NJ 07074 Phone: NJ 201.933.7500 Fax: 201.933.8990 NY: 212.244.0345

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Maintenance:

Wipe Down Schedule: 6:00AM & PM | 10:00AM & PM | 1:00PM & AM | 4:00PM & AM

Wipe Down Procedure for All Departments:

Superintendent of Each Shift will manage and ensure the process is being done as scheduled. Solutions have been placed in to spray bottles. There are 7 spray bottles labeled per Zone/Area.

1. Supervisor will retrieve the spray bottle labeled for his/her Zone/area at the scheduled Wipe Down time (1 Spray bottle per Supervisor/Zone & 2 Bottles for the Corrugator, 1 Bottle for Wet End and 1 Bottle Dry End).
2. Supervisors will manage the bottle and the spraying of the sanitizing solution to each crew member as needed – 1 machine center at a time until all machine centers have been disinfected.

Items needed for Wipe Down:

Sanitizing Solution *(Managed by Supervisor)*

Standard Cleaning Gloves

Cleaning Rag

3. Upon completion of the Supervisor's zone – he will return the spray bottle back to the Ink Kitchen.
4. Superintendent will confirm all bottles have been returned to the Ink Kitchen after the sanitizing process.
5. Ink Kitchen/Supervisor will ensure all bottles are replenished with solution.

Allotted Meal Breaks will be scheduled as follow for proper wipe down (Both AM and PM Schedules):

11:00 – 11:30 | 11:40 – 12:10 | 12:20 – 12:50 | 1:00 – 1:30

Notes: *Times are subject to changed based on production needs by Department Manager
Continue to manage the occupancy restrictions and person(s) per table (Signs posted on Tables).*

After Meal Break Sanitizing Wipe Down Schedule (Both AM and PM Schedules):

11:30 – 11:40 | 12:10 – 12:20 | 12:50 – 1:00 | 1:30 – 1:40

Note: *Times are subject to changed based on production needs by Department Managers*

Housekeeping will continue their 4 hour schedule of wiping down & sanitize Door Knobs & Handles, Hand Rails, and Break Rooms/Cafeteria. We are making best efforts to ensure we're sanitizing all contact surfaces.

Thank you in advance,

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