



Guidance to Reducing Risk of Spreading Viruses at Global Truck Traffic Control Centers and other Primary Site Delivery Points

Scope

This document provides guidance on how to reduce the risk of spreading viruses to/from personnel arriving at a Dow site Truck Traffic Control Centers and/or other primary site delivery locations globally.

Regions may add or remove controls as appropriate for local conditions and direction.

Background

As of March 2020, the COVID-19 virus continues to spread, with certain geographical areas being identified as high-risk.

Health professionals have stated that they believe the new virus will continue to spread, and that it will persist in society long-term, similar to other previously identified communicable health risks, such as influenza (“the flu”).

COVID-19 is thought to spread mainly from person to person, between people who are in close contact with one another (within about 6 feet or 2 meters), through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

COVID-19

Most people who contract COVID-19 will experience “mild symptoms”, which may be similar to a cold or mild flu-like illness. In some cases, people who are infected will not exhibit any symptoms. Therefore, the following basic hygiene guidelines should be followed at all times.

Hygiene Guidelines

- Maintain “social distancing etiquette” between yourself and other people to the extent practical; recommended as 6 feet or 2 meters.
 - Clean your hands often. Wash your hands with soap and water for at least 20 seconds after you have been in a public place, or after blowing your nose, coughing or sneezing, and,
 - After using the restroom,
 - Before eating or preparing food,
 - After contact with animals or pets,
 - Before and after providing any care for another person who needs assistance.
 - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
 - Avoid touching your eyes, nose and mouth with unwashed hands.
 - Use tissues to cover your mouth if you sneeze or cough, then dispose of them in a designated trash receptacle.
 - If you cough or sneeze, and don’t have access to a tissue, cover your mouth with the inside of your elbow to minimize propelling droplets into the atmosphere.
 - Avoid close contact with people who are sick.
 - If you are sick or suspect you may be sick, stay at home. Contact your medical professional for further guidance.
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Driver Screening

Step	Description
1	Dow personnel should not operate carriers' tractors in lieu of carrier drivers entering Dow sites.
2	Post notices at all entrances advising drivers not to attempt to enter the site if they have symptoms per the current health emergency.
3	Maintain hand sanitizer and/or hand-washing facilities at points close to where personnel enter buildings, with signage directing people to clean their hands upon entry.
4	If so equipped, keep partitions and windows between visitors and site personnel closed to the extent practical to minimize potential for transmission of droplets between carrier and site personnel.
5	Maintain Social Distancing Etiquette inside office spaces and in operations and waiting areas as much as possible.
6	Consider use of non-latex disposable gloves when handling paperwork back and forth.
7	If personnel cough or sneeze on paperwork or other surfaces, dispose of contaminated papers and disinfect contaminated surfaces.
8	Consider implementing process to spray pens and/or clipboards used to sign paperwork with disinfectant between use, or have visitors keep pens.
9	Implement voluntary visitor screening procedure/questionnaire (example attached).
10	Drivers who report or exhibit symptom should not be granted access to the site. <ul style="list-style-type: none">• If the individual appears to be experiencing medical distress, summon emergency medical assistance from proper response agency.• Take steps to isolate potentially sick personnel from other individuals.• Contact the carrier and assess path forward to handle the load.• Initiate decontamination procedures to sanitize any surfaces touched by personnel.
11	Drivers who decline to answer questions on voluntary screening form will not be granted access to the facility.
12	If no symptoms are present, grant site access to carrier personnel.

**Cleaning of Truck
Center of Delivery Area**

Consider implementing the following cleaning guidelines to reduce risk of spreading viruses in office areas:

- Disinfect driver and staff rest rooms twice daily.
- Separate external drivers from Dow employees as much as possible.
- Disinfect surfaces areas, equipment and tools which are routinely touched.
- Disinfect radio equipment and office phones.
- Practice routine cleaning of frequently touched surfaces with disinfectant spray or wipes, such as tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, laptops, tablets, keyboards etc.
- Disinfect shared pens and pencils.
- The following bleach solution may be used to disinfect. Mix:
 - 1 part bleach to 10 parts water (equivalent to blood-borne pathogen guidance)

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Attachment A:

COVID-19 Voluntary Screening Questionnaire

Note: providing answers to questions on this form is voluntary, and information should only be used to guide decisions regarding visitor access to the Dow facility.

**Dow host: please ask visitors to the site to answer the following screening questions.
Please do not request that the visitor write down their answers or sign their name.**

Answers to questions on this form will not be stored or further processed by the Dow site.

Within the past 14 days:
1. Have you experienced any of the following symptoms? <ul style="list-style-type: none">• Mild to severe respiratory illness? Or,• Worsening cough, shortness of breath, difficulty breathing or other lower respiratory symptoms? Or,• Fever higher than 100.0° F (37.7° C)?
2. Have you interacted with or been exposed to an individual suspected or infected by the severe health emergency (i.e., COVID-19)?
<ul style="list-style-type: none">• If the answer is yes to either question (symptoms or exposure within 14 days), follow steps for isolation and response per Potential Infectious Person Screening Guide.

Document and Revision History

Related Documents

N/A

Document and Records Management

The current document is filed in the Document Management System, Electronic component, under

Approvals

This document was approved by:
Rollie Shook, Director of Global ES&S Operations

(Name/Job Title)

(Date)

Document History

The following table contains the creation history:

Date	Created By	Approved By
03/16/2020	CMST	R. Shook and Dr. P. Burns

Revision History

The following table contains the revision history with the most current listed at the top:

Date	Revised By	Changes
03/29/20	P. Kirk	Revised App A to fit current situation
03/18/2020	P. Kirk/L. Pavlish	Revised questions to fit current situation with COVID-19
03/18/2020	Lori Pavlish	Supply Chain requested revised guidance and header on questionnaire
03/16/2020	P. Kirk	New Guidance Document