



*Protecting Your Future By Destroying Your Past*

## **“NO TOUCH” SPONSORED SHRED EVENTS - Process Update as of June 2020**

At TITAN Mobile Shredding, LLC, we have always worked closely with Shred Event sponsors to provide efficiently organized and safe events. Starting with our first events 15 years ago, attendees have remained in their cars, in an organized line, driving up to the shred truck and our staff has removed their confidential documents from their trunk, back seat or truck bed. While the events could already be referred to as “curbside service”, due to COVID-19, we have modified the program to be **“No Touch”** and have added Personal Protective Equipment (PPE), hygiene and social distancing.

- All attendees remain in their cars. The sponsor provided personnel will direct the cars into a line or lines to wait for their turn at the shred truck(s). Cones may help with this. Sponsor personnel to wear masks and maintain social distancing. Gloves and hand sanitizer are recommended.
- Attendees must have their boxes or bags of documents in their trunk or truck bed (not in the passenger compartment of the vehicle), with the boxes or bags open and ready for removal – all tape or ties to be removed. Sponsor staff to remind the attendees of this upon arrival. If the items are not prepared correctly, the attendee will be instructed to park in a designated area to prepare the documents and then return to the line.
- One car at a time pulls up to the shred truck, the next car in line is to stay back at least 15 ft. (cone to be placed at this point) to allow TITAN staff a safe area to remove the material.
- Attendee to open their trunk (preferably from inside the car, if the attendee has to get out of their car to open the trunk, a mask must be worn) at the shred truck. TITAN staff will place a wheeled bin near the vehicle and dump the contents of the boxes or bags in the bin for secure destruction. The empty boxes or bags will be placed back in the vehicle for recycling or disposal by the attendee.
- TITAN Staff will be wearing gloves and masks (PPE) and will have wipes and hand sanitizer available for their periodic use to keep the bins clean. Social distancing will be in place when practical. Periodic breaks to wipe the bin handles.
- While the attendees appreciate the event and want to thank our staff, we request that the attendees remain in their cars and not lower their window to offer thanks.
- No attendees will be allowed to get out of their vehicle to watch the video monitor on the shred truck. They may pause for a moment to see the bin being lifted into the shred truck for destruction, and then they should exit the shred area promptly and carefully exit the event as instructed by sponsor staff.

As always, we thank you for working with TITAN Mobile Shredding, LLC to provide the community with secure shredding events to reduce identity theft and fraud, while helping the environment. Please call with any questions.

