

COVID-19 SYD Business Opening Plan

Effective 12/3/20

All branches to operate under these requirements

REMOTE WORKING

- Required as long as you are able to perform your job remotely and with manager approval to achieve staffing requirements.

LOCATION WORKING

- If you are sick — STAY HOME
- Wash hands regularly with soap and hot water
- Practice safe interaction
- Wear the required face mask, bandana, or other approved face covering while moving about the building

IN-PERSON INTERACTION

Effective for ALL including staff, customers & vendors

- Gatherings: Limit for any reason
- Social Distance: required
- Mask: required

VISITORS

- Manufacturer & Sales Reps: Permitted, if essential. Must follow safety protocol
- Counters: Open to customers
- Pick Up: In Store / Will Call / Curbside
- Supplies, logistics, food: Permitted

CUSTOMER BUSINESS

- Branch hours: regular business hours
- Counters: Open to customers
- Orders: as normal
- Pick Up: In Store / Will Call / Curbside
- Deliveries: No-touch

BUSINESS TRAVEL

- Face-to-Face: Permitted, if essential. Must follow safety protocol
- Use phone, email, webinar or another digital tool if possible
- If in-person meeting is essential, consider carefully, wear required mask, and maintain social distance
- **SYD travel between locations PROHIBITED UNTIL FURTHER NOTICE; only exception is delivery drivers**
- In-person participation in meetings, conferences, seminars or events of 10+ people is prohibited
- Outdoor events (ie: counter days) are permitted with strict adherence to published event protocol
- Customer deliveries and service of SIMS/IMS locations may continue unless prohibited by customer.
- Social Distance: required
- Mask: required

CLEANING PROTOCOL

- Maintain regular, frequent cleaning schedule
- Disinfect all high touch points including but not limited to:
 - Workstations
 - Countertops
 - Door knobs / pulls / push plates
 - Phones / signature pads
 - Carts & other equipment
 - Trucks & other equipment
 - Shared equipment (copiers, printers)
 - Any other potential risk areas

QUARANTINE PROTOCOL

For specific details, please see the full response plan on the SYD Updates portal on the intranet

- **10-day quarantine if employee:**
 - Traveled outside the State (see full plan)
 - Is confirmed or testing for COVID
 - Has any symptoms (see full plan)
- **10-day quarantine if family member in house:**
 - Is confirmed or testing for COVID
- **10-day quarantine if exposed to a co-worker / associate who is confirmed or testing for COVID**
 - Exposed = within 6 feet AND longer than 15 minutes
- **Employee may return to work if:**
 - Quarantine period is over
 - OR fully recovered from illness
 - OR received negative test results
 - AND if no symptoms