

COVID-19 SYD Reopening Plan 3.1

Effective 7/29/20

- All branches

REMOTE WORKING

- Required as long as you are able to perform your job remotely

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
- Counters: Open to customers
- Pick Up: In Store / Will Call / Curbside
- Supplies, logistics, food: Permitted

CUSTOMER BUSINESS

- Branch hours: resume to pre-COVID hours (see website for hours)
- Counters: Open to customers
- Orders: as normal
- Pick Up: In Store / Will Call / Curbside
- Deliveries: No-touch

BUSINESS TRAVEL

- Face-to-Face: Permitted
- 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 permitted if necessary; use digital means if not essential, can be handled digitally or if can wait until later time
- In-person participation in meetings, conferences, seminars or events of 25+ people is prohibited
- 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

- 14-day quarantine if employee:
 - Traveled internationally
 - Traveled to a verified COVID hotspot
 - Only "hot spots" identified by the PA Dept of Health, Center for Disease Control (CDC), or Governor Wolf where self-quarantines are REQUIRED (not recommended), need to be reported to your manager.
 - Is confirmed or testing for COVID
 - Has any symptoms (see full plan)
- 14-day quarantine if family member in house:
 - Is confirmed or testing for COVID
- 14-day quarantine if co-worker / associate:
 - Is confirmed or testing for COVID
- Employee may return to work if:
 - Quarantine period is over
 - OR full recovered from illness
 - AND if no symptoms