

# COVID-19 SYD Reopening Plan 3.3

Effective 11/12/20

- All branches

## REMOTE WORKING

- Permitted with manager approval provided performance requirements are met

## 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
- 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*

- 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 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 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