

COVID-19 SYD Business Opening Plan

Effective 6/1/21

All branches to operate under these requirements.

In all situations outlined below, masks are required if not fully vaccinated.

REMOTE WORKING

- Optional. Please discuss remote scheduling with your manager to ensure proper staffing.

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 if you are NOT fully vaccinated.

IN-PERSON INTERACTION

Effective for ALL including staff, customers & vendors

- Gatherings: Not limited
- Social Distance: Not required
- Mask: required if NOT fully vaccinated

VISITORS

- Manufacturer & Sales Reps: Permitted
- 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. Must wear mask if not fully vaccinated
- SYD travel between locations is permitted
- Indoor & Outdoor gatherings are not restricted
- Customer deliveries and service of SIMS/IMS locations are not restricted unless prohibited by customer
- Social Distance: Not required
- Mask: required if NOT fully vaccinated

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 questions, please contact Human Resources.

Employees exposed to someone with suspected or confirmed COVID-19 are not required to quarantine if they:

- Are fully vaccinated
- Are 2 weeks past the last dose in series
- Have remained asymptomatic since the current COVID-19 exposure

Employees exposed to someone with suspected or confirmed COVID-19 must quarantine for 10 days if they:

- Were exposed longer than 15 minutes and within 6 feet
- Are not fully vaccinated
- Are within 2 weeks of the last dose in series
- Have any symptoms

• Employee may return to work if:

- Quarantine period is over
- OR fully recovered from illness
- OR received negative test results
- AND if no symptoms