

## Social Distancing Recommendations

- Remove all customer or visitor chairs at the sit down workstations.
- Mark the floor with tape and chairs pulled back to maintain 6' separation between employee and customer.
- Mark an "X" or "U" shape on the floor that ensures 6' spacing between customers and salesperson.
- At the counters and customer service counter mark an "X" on the floor for the customers to help maintain social distancing between each customer and employee working at the counter.
- Coffee should not be handled by anyone other than the person getting the cup. Apply the same "X" on the floor to maintain distancing. Consider eliminating coffee for the time being.
- Clean pens after each use at all counters. Consider not asking the customer for a signature.
- Counter employees will be assigned workstations. No more sharing. Each workstation will be 6' apart.
- All employees must maintain a 6' distance from each other at all times, no exceptions.
- Will Call could consider a "car hop" model where the customer remains in their vehicle.
- Deliveries will no longer get signatures. Take photos of the recipient in front of the load when possible. Customer copies will be left on the material under the banding.
- Gate guard to wear gloves when handling exit copies or have a basket the in which the customer deposits the ticket.
- Operations should limit the number of people in the office. Assign a runner to take paperwork out to the Order Pullers and Drivers. One person per computer, no sharing. Runner to take coffee to those who want it.
- Forklifts should be wiped down at shift change.
- Gloves, sanitizer, wipes and any other requested items should be checked regularly and provided as available.