

GENERAL LOCATION PROCEDURES

Employee Screening

| Description | Action | Frequency |
|---------------------|--|---|
| COVID Symptom Check | reporting to work is an attestation that employee is not exhibiting symptoms | COVID-19 survey to be completed only if employee is exhibiting symptoms |

WAREHOUSE GENERAL/HOUSEKEEPING

High Touch Areas

| Description | Action | Frequency |
|--|-------------------------|-------------------|
| air in building | electrostatic spray | as needed |
| curtains to sales floor | wipe down and disinfect | start of day |
| curtains to outside | wipe down and disinfect | start and mid-day |
| key box | wipe down and disinfect | start and mid-day |
| light switches - warehouse entrance and data entry | wipe down and disinfect | start of day |

Shared Equipment

| Description | Action | Frequency |
|---|---|---|
| box cutter, pencils, pens, stickers, stapler, highlighters, and markers | provide each employee w/apron and equipment | refrain from sharing; if used, wipe down after each use |
| rack and mobile staircase in use | wipe down and disinfect | start and mid-day |
| microwave, water dispenser, and refrigerator handle | wipe down and disinfect | start and mid-day |
| baler and electric cart | wipe down and disinfect | start of day |

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Staff will be provided with the above information and given instruction to help fulfill regular cleaning and health and safety initiatives.

WAREHOUSE VERIFYING

High Touch Areas

| Description | Action | Frequency |
|-------------|-------------------------|-------------------|
| deck | wipe down and disinfect | start and mid-day |

Shared Equipment

| Description | Action | Frequency |
|------------------------|-------------------------|-------------------|
| computers and printers | wipe down and disinfect | start and mid-day |

WAREHOUSE RECEIVING

High Touch Areas

| Description | Action | Frequency |
|--|-------------------------|-------------------|
| chain, lift gate switch, deck, computers, chairs | wipe down and disinfect | start and mid-day |
| pallet jack | wipe down and disinfect | start of day |
| hand truck | wipe down and disinfect | with use |

Shared Equipment

| Description | Action | Frequency |
|--------------------------|-------------------------|---|
| price gun, secur-tac gun | wipe down and disinfect | before use |
| tape gun | individual use only | refrain from sharing; if used, wipe down after each use |

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WAREHOUSE STOCKING**Shared Equipment**

| Description | Action | Frequency |
|--------------------------|-------------------------|----------------------------------|
| mobile staircase, v-cart | wipe down and disinfect | start and midday, when in use |

WAREHOUSE PROCESSING**Shared Equipment**

| Description | Action | Frequency |
|---|-------------------------|-------------------|
| silver rack (in use), computer, printer | wipe down and disinfect | start and mid-day |

WAREHOUSE DATA ENTRY**High Touch Areas**

| Description | Action | Frequency |
|----------------------|-------------------------|-------------------|
| light switch | wipe down and disinfect | start of day |
| file cabinet handles | wipe down and disinfect | start and mid-day |

WAREHOUSE WEB ORDERS**Shared Equipment**

| Description | Action | Frequency |
|--------------------|-------------------------|--|
| price gun | wipe down and disinfect | before use |
| tape gun | individual use only | refrain from sharing; if used, wipe down after each use |

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WAREHOUSE E-COMMERCE

Shared Equipment

| Description | Action | Frequency |
|----------------------|--|--|
| web order bags | rotate 3 sets of bags to allow 2 days to air out in between uses | start of day, bags to be left near NCL bins in between use |
| computer and printer | wipe down and disinfect | start and mid-day |

WAREHOUSE SHIPPING

Shared Equipment

| Description | Action | Frequency |
|------------------------------------|-------------------------|-------------------|
| computer, printer, tape gun, stamp | wipe down and disinfect | start and mid-day |
| label printer | wipe down and disinfect | before use |

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COMPUTER STORE

High Touch Areas

| Description | Action | Frequency |
|--------------------------------------|-------------------------|--------------------------------|
| computer demos | wipe down and disinfect | daily at closing and as needed |
| computer register and computer phone | wipe down and disinfect | daily at closing and as needed |
| air in building | electrostatic spray | as needed |

COPY CENTER

High Touch Areas

| Description | Action | Frequency |
|--------------------------------------|-------------------------|------------------|
| computer demos | wipe down and disinfect | daily at closing |
| computer register and computer phone | wipe down and disinfect | daily at closing |
| air in building | electrostatic spray | as needed |

Shared Equipment

| Description | Action | Frequency |
|--|-------------------------|------------------|
| keyboards, desks, desk chairs, and cabinets | wipe down and disinfect | daily at closing |
| copy machines, all other machinery including laminating machine, paper cutter, box cutters, etc. | wipe down and disinfect | daily at closing |

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FIRST AND SECOND FLOOR RETAIL

High Touch Areas

| Description | Action | Frequency |
|---|-------------------------|------------------|
| counters, frontline register counters, register pin-pads, and Plexiglas | wipe down and disinfect | daily at closing |
| air in building | electrostatic spray | as needed |

Shared Equipment

| Description | Action | Frequency |
|---|-------------------------|------------------|
| register stations, drawers, keyboards, computer workstations, phones, and clipboards | wipe down and disinfect | daily at closing |
| outside sign holders, stanchions, counters, banisters, tables, chairs, shopping baskets, Rubbermaid carts and dollies | wipe down and disinfect | as needed |
| hooks, sign holders, and putting out merchandise | wipe down and disinfect | as needed |

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