

## COVID-19 PANDEMIC CONTROL

### Office Operations Guideline



Showrooms should not be accessible to the public – please lock all doors.



Display a sign on the front and back doors to direct customers to call the office for service.



Customers must call to place their orders and pick up the product from the warehouse.



In an effort to eliminate the risk of infection, do not accept “in-person” COD/credit card payments using the credit card machine – a telephone credit card transaction is acceptable.



Visitors, except for authorized government representatives (police, paramedic, safety officers, etc.), are not to enter the building office.



All visitors entering our facility must use hand sanitizer before putting on disposable gloves.



Visitors should discard disposable gloves in a closed container or take the gloves with them upon exiting.



Handwashing signs should be displayed throughout the building.



Wash your hands often – as a backup hand sanitizer should be available in remote areas. Handwashing is preferred over sanitizer as it is generally more effective.



Wipe down workspace throughout the day with antiviral wipes or by using disinfectant spray and paper towels.



Increase cleaning and disinfecting measures with your local cleaning company.



Customer returns will not be accepted until further notice.

NOTE: The information in this Guideline is for informational purposes only and is not intended as a substitute for the guidance and directives of public health and safety authorities, including the CDC, WHO, OSHA, and Health Canada. WESCO has made reasonable efforts to provide accurate and up-to-date information as of the date of the publication of this Guideline, but users are strongly encouraged to consult the latest guidance from public health officials due to the evolving and ever changing nature of the COVID-19 pandemic. This Guideline should be adapted to each organization's own unique circumstances consistent with the most current guidance from public health authorities as we collectively seek to develop and implement best practices intended to protect the health and safety of our employees and workplaces during these unprecedented times.