

COVID-19 PANDEMIC CONTROL

Two Team Approach Guideline



Our first priority is to keep our employees safe, minimizing the risk of transmission of the COVID-19 virus by following guidelines provided by the US CDC, Health Canada, and Company Human Resources.



This document intends to guide the creation of local branch contingency plans to allow a branch to return quickly to operation in the occurrence of a required “self-isolation” event, resulting in a branch closure.



The minimum number of required staff should be in the branch – anyone who can work remotely should do so.



Each location should create two teams (where staffing permits) to cover major essential services. Both groups are to run all aspects of operations. In smaller branches, it may not be possible to create two teams – details on these situations follow below.



Team 1 will remain at the branch, while Team 2 begins working remotely. If Team 1 must self-quarantine, management will immediately contact the regional decontamination company to conduct an approved cleaning. If a branch cleaning is required, the branch will temporarily close for 24 hours.



Upon completion of the cleaning, management will notify Team 2 to report to the branch to take over previous responsibilities. Team 1 employees will then work remotely while the situation is reviewed.



The process of cleaning and disinfecting must occur between the transition of Team 1 and Team 2 or between shifts – ensuring that touchpoints and surfaces are clean.



This plan is 14 days “in” and 14 days “out” – employees that are “out” will be paid and asked to work from home. This includes working via remote computer access, online training, or other avenues to maximize productivity and engagement.



Branches should identify an alternate branch that can support key customers if a location must close due to a lack of staffing.

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.