

COVID-19 PANDEMIC CONTROL

Warehouse Operations Guideline

- **Restrict warehouse access:** warehouses must limit customers and courier/truck drivers to ensure six feet of social distancing is between customers – others are to wait outside to be served.
- **Have a designated area by the entrance of the warehouse for customer pick up using use barricade tape and delineators (see examples below).**



- **Warehouse doors should be locked or closed to stop and monitor traffic. Customers who have called in ahead of time can be allowed in the building. The procedures below must be followed if a customer is entering the warehouse.**
- **Visitors, except for authorized government representatives (police, paramedic, safety officers, etc.), are not to enter the warehouse past the quarantine area.**
- **All visitors entering the warehouse must use hand sanitizer before putting on disposable gloves.**
- **Although handwashing is crucial, limiting contact by wearing gloves is now a company expectation.**
 - **REQUIRED – Glove use is now required for handling all products, boxes, and materials coming in from the outside (receiving, returns, etc.) until further notice.**
 - **RECOMMENDED – Glove use is recommended for all material handling tasks.**
 - **After assessing the risk, select the appropriate gloves: Cut-resistant for sharp objects, leather for abrasive, nitrile for fine dexterity needs**
 - **Employees should not be handling packaging without gloves.**

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.

- Proper removal of gloves to limit exposure is just as important as wearing them! Remove and dispose of gloves, as shown below:



- For cut-resistant, leather, or specialty gloves being reused, practice the recommended approach for removing the gloves. Grab fingers and partially slide gloves off, then hold the area by the cuffs and place them in a secure location. After removal, spray disinfectant for extra safety precautions for your next use and then wash your hands.



- The warehouse team should keep a distance from delivery drivers and visitors.
- Warehouse to pick orders for customers – orders must be placed over the phone by contacting the sales team.
- Customers should discard disposable gloves in a closed container or take gloves with them upon exiting.

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.

- **Couriers/truck drivers (i.e., Purolator) will no longer require a signature for parcels delivered – please provide the name only.**
- **Customers and delivery drivers must be quarantined behind the warehouse counter or working end of the vehicle only.**
- **Warehouse staff should wear disposable gloves at all times and must immediately use hand sanitizer upon removal of disposable gloves.**
- **Our warehouses are not accepting customer-used products for repair or service until further notice.**
- **Rental returns will not be accepted and will be held by the customer until further notice.**