



"THE HOUSE THAT SERVICE BUILT"

COVID-19 PROTOCOLS

A. SIGNAGE:

- Signage at each public entrance of the facility to inform employees and customers that they should avoid entering the facility if they have a cough or fever
- Mask or face covers are required
- Limiting only one person per vehicle in the store at one time.
- Signage to social distance six feet apart
- Customers too remain in their vehicle until loaded

B. MEASURES TO PROTECT EMPOLYEEES HEALTH

- Everyone who can carry out their work from home has been directed to do so.
- All employees have been told not to come to work if sick.
- Outside salesmen have been directed to limit face to face contact with clients unless deemed necessary. Phone calls, text and emails are recommended.
- Mask are mandatory and supplied to all employees.
- All employees that have any contact with customers are required to wear gloves
- All customers must wear a mask to gain entrance to the building.
- Employees are checked each day for symptoms prior to reporting to work
- Work stations are separated by six feet where possible.

- Restrooms, vending machine, and water dispenser are being disinfected hourly
- Disinfectant supplies and gloves are available at the front counter
- Hand sanitizer is available at each work station
- Soap and water are available in the restrooms to all employees
- Copies of this protocol have been distributed to all employees

C. MEASURES TO PREVENT CROWDS FROM GATHERING

- (10) Ten is the maximum number of customers allowed in the store at one time.
- Customers are to enter only through the gate on Manhattan Beach Blvd.
- Customers must exit the yard through the Inglewood Ave gate.
- Customers waiting to be loaded must remain in their vehicles until loaded and may only get out to tie down their load.
- Customers must exit the yard once their load is secured.
- Customers must follow the blue arrows on the floor to queue up for the order desk.
- Floors are marked in six foot increments as to where to stand in line for the order desk.
- Credit card terminals accept chipped and contactless transactions.
- Customers will no longer be required to sign each transaction. Cashier will enter their name on the sales ticket.

D. MEASURES TO INCREASE SANITATION

- Disinfecting all payment portals, pens and styluses after use.
- Disinfecting all high contact surfaces frequently.

Please contact the following person with any questions or comments about this protocol

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