

BACK 2 BUSINESS CHECKLIST

LOGISTICS: Worksheet #3

FACILITIES: Vendor and Non-Employee Protocols

Establishing protocols for vendors and non-employees is an important consideration for both reopening businesses and those that have remained open throughout the pandemic, as other companies, including vendors, are and will be coming back into the workplace.

- Notify vendors of your reopening, as well as any revised protocols relating to store entry, deliveries, paperwork, etc.

- Consider implementing measures to ensure vendor representatives' safety, including:
 - Disabling or suspending access to the store or offices.
 - Conducting meetings with vendor representatives via videoconference.
 - Adjusting receiving hours to spread out deliveries to the store or warehouse.
- Temporarily suspending all non-employee truck drivers from entering the store, warehouse and/or distribution center.
- Requesting that vendors accessing your store(s) direct their team members to follow all social distancing guidelines and health directives issued by the applicable public authorities, as well as your company-specific guidelines.

- Consider new protocols for service providers (vending machine suppliers, beverage delivery representatives, parcel delivery services, etc.) that minimize contact with team members, facilities and customers.

