

**COVID-19****5.11.2022**

Thank you for your continued support and business. We are all working through the most challenging times of this century and making unprecedented decisions about maintaining the safety of our employees while servicing our most important business asset: our customers. The desired outcome is to have the least impact on your business and simultaneously keep our customers, employees, vendors and community safeguarded by implementing ever evolving business practices.

**First of all we are open for business: accessible via phone, email and virtual meetings****Outside Sales**

- All outside sales visits will be conducted at the discretion and authorization of our customers.
- Our outside sales force will utilize online and digital meeting formats to communicate with our customers as well as participate in available online trainings and webinars from our vendors to stay up to date on current product offerings, promotions and market trends.

**VMI (Vendor Managed Inventory) Programs | Drivers**

- Drivers and Procurement Managers will have available to use sanitizing spray, paper towels, safety glasses, gloves and respirators.
- Service continues with scan and replenish at most sites.
- We will continue to respond to specific service requests at each customer site and will do our best to accommodate all Covid policies considering every employees health.
- As of 3/20/20 Class C Components employees will be signing all our packing slips in the presence of an on-site customer employee or shipping associate.

**Employee Wellness**

- Class C expects all employees to stay home if exposed to COVID-19 and have symptoms, communicate test results immediately to management.
- Our employees have been provided COVID-19 educational awareness materials and understand the importance of staying home with symptoms including a fever, coughing, difficulty breathing, chills, muscle pain, headache, sore throat and new loss of taste of smell as well as hand washing for 20 seconds per the CDC directive. <https://www.cdc.gov/coronavirus>
- All on-site visitors to Class C Components are welcome.



- ESDD cleaning and disinfecting in our facility and warehouse was discontinued in June 2021.
- The ice and water machine is now in service.
- **It is optional however encouraged to continue cleaning lunchroom, common area touchpoints throughout the day with your company provided 70% alcohol spray bottles**
- Mail is delivered in the entryway versus lobby.
- No limits on meeting size or lunchroom capacity.
- Delivery staff at receiving are expected to wash hands and disinfect prior to on | off loading and prior to leaving Class C.
- Designated unloading and loading area.
- All employees remote officing employees due to Covid return to work around June 1<sup>st</sup>, 2021.
- All staff has access to the warehouse | office areas.

### **Face Covering Requirement**

**As of 2.22.2022 face coverings are not required for employees or visitors. It is optional to wear masks.**

### **If you test positive for Covid -19 (Isolate)**

- Stay home for 5 days.
- If you have no symptoms or your symptoms are resolving after 5 days, you can return to work.
- Continue to wear a mask around others for 5 additional days.

*If you have a fever, continue to stay home until your fever resolves.*

### **If You Were Exposed to Someone with COVID-19 (Quarantine)**

- Wear a mask around others for 10 days.

*If you develop symptoms get a test and stay home.*

- 1) Controller/HR will interview the affected employee to determine activity and who the employee may have been in close proximity per CDC guidelines.
- 2) Controller/HR will notify all employees who were potentially exposed to the affected



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employee and provide guidance for conducting a risk assessment of their potential exposure per CDC guidelines.

At all times the privacy of our employees will be maintained.

3) **Covid time off – use PTO**

4) Emergency response team for a positive Covid -19 test result: Controller | HR & CEO

We will adjust and communicate any changes in our business as COVID-19 continues to evolve. Our goal is that these office changes will be seamless to our customers who have grown to expect exceptional service levels.

We are grateful for your patience and support through this uncharted journey. We are all in this together.

Stay well and take care.

Jill Zoschke  
President & CEO

[jill@classccomponents.com](mailto:jill@classccomponents.com)

Cell: 612.940.5489