

✓ **PLAN**
✓ **PROCURE**
✓ **& EXECUTE**



**WE'VE MADE IT
OUR BUSINESS TO
HELP YOU GET BACK
TO BUSINESS.**



✓ PLAN ✓ PROCURE ✓ & EXECUTE

THREE SIMPLE WORDS

Reopening a business or school building after a pandemic-related closure is no simple task. With seemingly hundreds of scenarios to consider, products to purchase, and the well-being of your employees, students, and customers ever-present in your mind, you may be wondering where to even begin.

Enter: Plan, Procure, and Execute. Three simple words that hold powerful meaning as we navigate new ways of working, learning, and socializing together.

You'll undoubtedly need a robust plan in place. Products that keep safety and social distancing in mind. And an overall strategy that's executed with confidence.

The good news? We have more than seven decades of industrial-strength know-how under our belt to help you rise to the occasion.

Ready to get back to business? We can supply that.

TABLE OF CONTENTS

- THREE SIMPLE WORDS2-3
- BATHROOMS4-5
- COMMON AREAS/LOBBIES6-7
- OFFICE SPACES8-9
- OUTDOOR AREAS..... 10-11
- WAREHOUSES..... 12-13
- CLASSROOMS..... 14-15
- LUNCHROOMS/CAFETERIAS 16-17
- THREE KEYS TO REOPENING.....18-19

BATHROOMS

PLAN.

When it comes to good hygiene, the bathroom is one of the easiest places to start. Before reopening, take a look at your current setup and start brainstorming ways to make hygiene an even greater focus. Touchless, hands-free solutions are a wise investment, not only for the added convenience they provide, but also for their primary function: to keep contact as minimal as possible.



EXECUTE.

Proper hygiene is crucial for maintaining an effective reopening routine — and we're here to help. Drive home the importance of healthy habits by keeping your bathroom well-stocked with hand soap, paper towels, and other handwashing essentials.

- Instruct staff to follow a more frequent, detailed cleaning schedule.
- Double up on disinfecting supplies, paying close attention to high-touch surfaces.
- Post handwashing and social distancing reminders in prominent locations.
- Replenish janitorial carts frequently to meet increased cleaning demands.
- Disinfect baby changing tables on a regular basis.
- Place antimicrobial film on door plates and handles for extra protection.
- Convert manual flush valves to automatic to reduce the spread of germs.

PROCURE. PRODUCTS THAT'LL MAKE YOU FLUSH.



SENSOR FAUCETS



FLUSH VALVES



JANITORIAL CARTS



HANDWASHING SIGNS



AUTOMATIC PAPER TOWEL DISPENSERS



TOUCH-FREE SOAP DISPENSERS



BATHROOM SUPPLIES



BATHROOM PARTITIONS

COMMON AREAS/LOBBIES

PLAN.

Reopening your doors after a long hiatus will feel like a welcome change for your employees and visitors. Make sure the experience is as reassuring as possible by keeping health and safety in mind at every touch point. This means mapping out traffic flow and social distancing barriers, along with the placement of hand sanitizers in easily accessible locations.



EXECUTE.

Never underestimate the power of first impressions, especially when it comes to reopening your facility. From bright signage that welcomes back employees and guests, to reception seating equipped with antimicrobial upholstery, we're here to help make sure your level of attention makes a lasting impact.

- Easily separate or rearrange areas with mobile partitions and dividers.
- Set up crowd control stanchions to reduce overcrowding.
- Use floor markers to encourage guests to maintain their social distance.
- Place hand sanitizer dispensers near the reception area and all entry and exit points.
- Position antimicrobial film on elevator buttons for 24/7 surface protection.
- Go touchless with hands-free garbage cans.
- Scan for elevated body temperature with a thermal imaging system or non-contact digital thermometer.

PROCURE. WELCOME BACK. HAVE A SEAT.



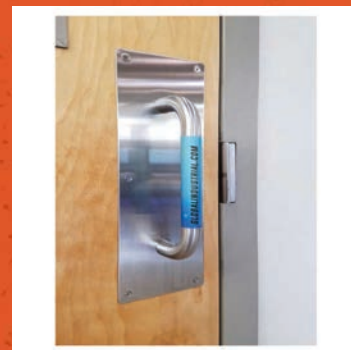
CROWD CONTROL STANCHIONS



HANDS-FREE GARBAGE CANS



RECEPTION FURNITURE



ANTIMICROBIAL FILM & TAPE*



WATER BOTTLE REFILLING STATIONS



SOCIAL DISTANCING SIGNS



FACIAL RECOGNITION & BODY TEMPERATURE SYSTEMS



FLOOR SUPPORTED PERSONAL SAFETY PARTITIONS

OFFICE SPACES

PLAN.

While water cooler talks may be a thing of the past — for now — there are many ways to make an office space feel more collaborative, despite new health and safety guidelines. Before greeting colleagues with an elbow bump or a hand wave back at the office, take time to survey the overall layout and identify areas that could use some modifications.



EXECUTE.

After months of virtual meetings, heading back to an in-person office setting is an exciting change, but one that requires well-thought-out changes. We're ready to help design a return-to-work environment that balances safety with productivity, getting you back to the water cooler sooner (albeit touchless).

- Stock cabinets with facial tissues and cleaning supplies.
- Disinfect file cabinets and commonly touched surfaces throughout the workday.
- Make hand sanitizer readily available by placing dispensers every 15 feet.
- Use HEPA filtration to improve air circulation around high-traffic areas.
- Configure desks with partitions or room dividers to allow safe collaboration.
- Place deskside wastebaskets at each workstation to keep germs contained.
- Encourage use of desktop dry erase boards to reduce contact with shared spaces.

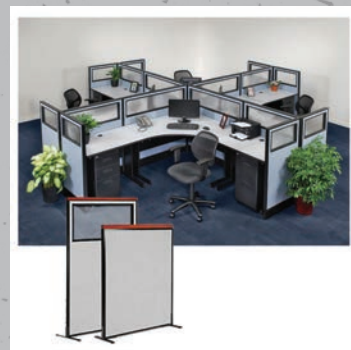
PROCURE. EVEN IN THIS AGE OF MASKS, YOU CAN SMILE.



DESKS



DESK CHAIRS



OFFICE PARTITIONS & ROOM DIVIDERS



WHITEBOARDS



HAND SANITIZER STATIONS



CABINETS



DESKSIDE WASTEBASKETS



CONFERENCE TABLES

OUTDOOR AREAS

PLAN.

There's nothing quite like the feeling of fresh air and sunshine to help unplug and unwind — so having an area where employees and visitors can recharge their batteries is crucial for any return-to-work plan. With outdoor spaces, the possibilities are endless, but remember to integrate social distancing measures to ensure outdoor recreation is enjoyed safely, effectively, and easily.



EXECUTE.

When employees and guests need to refresh throughout the day, our outdoor solutions keep wellness at the forefront. From social distancing signs that encourage safe behavior, to sprayers and pressure washers that sanitize and deep clean, we're committed to making sure your outdoor space is a comfortable retreat.

- Position picnic tables and benches at safe distances apart.
- Keep waste contained using recycling bins and plastic/steel outdoor garbage cans.
- Disinfect bike racks, playground equipment, and other frequently touched surfaces.
- Refill water bottles using touch-free outdoor bottle filling stations.
- Promote hand hygiene with mobile handwashing units.
- Use traffic cones and barriers to maintain physical distancing and crowd control.

PROCURE. PUT THE GREAT IN THE GREAT OUTDOORS.



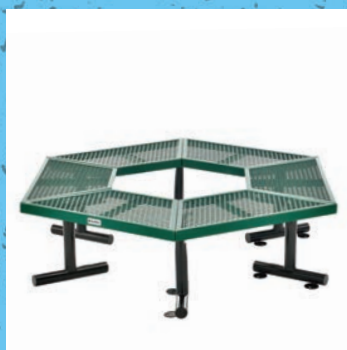
OUTDOOR BOTTLE FILLING STATIONS



SPRAYERS



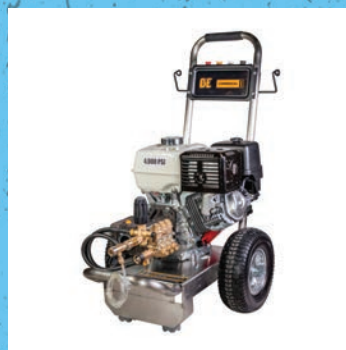
BENCHES & PICNIC TABLES



OUTDOOR TREE BENCHES



BIKE RACKS



PRESSURE WASHERS



PARKING CURBS



OUTDOOR STEEL GARBAGE CANS

WAREHOUSES

PLAN.

When it comes to getting your warehouse operations back on track, safety is the name of the game. With lower occupancy levels — but higher demand for shipping and receiving products — you'll need to flex some creative muscles to ensure safety is never compromised in the name of productivity. Hit your goals out of the park with products designed to transport and haul materials safely and efficiently.



EXECUTE.

Warehouse and loading dock personnel are essential to keeping the supply chain moving — day in, day out. Whether you're lifting a heavy load or receiving a new shipment of products, we'll get you back to business without a hitch.

- Set up a wellness check station to screen for elevated body temperature.
- Use floor markers to encourage single-file movement in narrow or confined areas.
- Keep airflow moving with industrial fans and air scrubbers.
- Move products more efficiently, with fewer employees, using conveyor systems.
- Disinfect frequently used equipment such as hand trucks and scissor lifts.
- Collect and dispose of waste using tilt trucks and plastic indoor garbage cans.
- Use floor scrubbers and sweepers to regularly remove dust, dirt, and debris.
- Secure small items and important tools in a security cage or tool crib.

PROCURE. RUN LIKE A WELL-OILED MACHINE.



SWEEPERS



EMERGENCY EYE WASH STATIONS



PLASTIC INDOOR GARBAGE CANS



WELLNESS CHECK STATIONS*



GUARD RAILS



SHOP DESKS



PALLET TRUCKS & JACKS



BINS, TOTES, & CONTAINERS

CLASSROOMS

PLAN.

Hallways bustling with footsteps. Lockers opening and slamming shut. The school bell signaling the start of the school day. The memory of back to school is very real for teachers and staff preparing for a safe return to full-time, in-person learning. While the school environment may look a little different, there are many ways to prioritize health and wellness, without losing sight of your educational goals.



EXECUTE.

There will undoubtedly be a mix of excitement and nerves as full-time, in-person learning gets underway. But no matter the layout or demand, our product lineup will help you create — and sustain — a back-to-school syllabus that ticks all the safety boxes.

- Set up hand sanitizer stations to ensure clean hands before entering classrooms.
- Add desk dividers to reduce the risk of exposure to coughs and airborne droplets.
- Promote safe distancing by displaying floor markers.
- Frequently clean lockers and bookcases with disinfecting wipes.
- Have an ample supply of facial tissues available for coughs and sneezes.
- Use mobile whiteboards to create a safe working space or room divider.
- Keep doors propped open to help enhance ventilation and to avoid touching doorknobs.

PROCURE. THE ABC'S FOR GETTING BACK SAFELY.



CLASSROOM DESKS



FREESTANDING DESK DIVIDERS



LOCKERS



MOBILE WHITEBOARDS



CLASSROOM CHAIRS



SCIENCE & LABORATORY FURNITURE



PRIVACY WORKSTATIONS



SOCIAL DISTANCING SIGNS

LUNCHROOMS/CAFETERIAS

PLAN.

Lunchtime is more than just enjoying a meal — for students returning to full-time, in-person learning, lunchtime is a chance to get back to a familiar routine with fellow classmates. To keep the lunchroom or cafeteria functioning safely, reconfigure the space to allow for social distancing on lunch lines, at cafeteria tables, and near trash receptacles.



EXECUTE.

When it comes to executing a safe return to the lunchroom or cafeteria, we know you have a lot on your plate. Our solutions will help cover all the lunchtime bases to ensure you don't bite off more than you can chew.

- Enforce one-way traffic flow with crowd control stanchions and floor markers.
- Use tables with an antimicrobial agent for surface protection in high-traffic areas.
- Add lunch dividers to help safeguard students while they eat and drink.
- Regularly clean and disinfect tables, trays, and counters between lunch sessions.
- Keep the supply closet well-stocked with cleaning and disinfecting supplies.
- Boost hand hygiene with portable sinks and handwashing stations.
- Replace water fountains and paper towel dispensers with touchless solutions.

Follow social distancing and mask mandates for your state to ensure compliance.

PROCURE. THE MEAT & POTATOES OF A SAFE RETURN.



CAFETERIA TABLES



CROWD CONTROL STANCHIONS



WATER BOTTLE REFILLING STATIONS



STACKABLE CHAIRS



BREAKROOM TABLES



CAFETERIA & FOOD SERVICE GARBAGE CANS



PORTABLE SINKS & HANDWASHING STATIONS



LUNCH DIVIDERS

DON'T ROLL THE DICE.

HERE ARE YOUR THREE KEYS TO REOPENING—AND DOING IT RIGHT

When it comes to reopening your business, it can feel like there are 102 things—or more—that need to be done all at once. As a leader in the workplace, you're now expected to also be a sanitation engineer and healthcare consultant responsible for keeping all employees safe—all while trying to excel at your *actual* job.

If you're feeling overwhelmed, you're not alone. When our offices reopened last summer, our leaders experienced all of the unknowns you're experiencing, too. So, we created the Three Keys to help you sort through the noise and get to the heart of what you need as you reopen.

With these messages as your guide, you'll be on the road to a safe recovery as you get back to business—and stay in it for the long haul. Read on to

learn about the Three Keys and how they can help you and your team have peace of mind.



KEY #1: CLEAN EVERYTHING TWICE

There was a time when business perks included things like cold brew on tap and free snacks. Now, cleanliness is the real amenity employees want and need. As people return to work at scale, anxiety will be running high. Ease their minds by tackling the big concerns before anyone even voices them.

DOUBLE YOUR DISINFECTING SUPPLIES

Load up on Environmental Protection Agency (EPA)-approved disinfectants and soap, and be sure to have plenty of disinfectant wipes and personal protective equipment on hand. That way, you'll be stocked to the gills with anything and everything your cleaning crew and employees could need.



SPEND MORE TIME SCRUBBING

Rooms and surfaces in use at your business should be cleaned at least daily, but it's ideal to clean an item or room after every use. Surfaces that are visibly dirty should be washed first with soap and water to remove dirt, and then disinfected with an EPA-approved disinfectant to read germs their last rites.

Folks don't have to be on a dedicated janitorial team to become part of the germ-killing crew: everyone in your office can do their part to clean as long as they have the right wipes or cleaners supplied to them.

Be sure and supply nitrile gloves, face masks, coveralls or gowns, and other protective equipment to anyone who may be cleaning, and put up signs to remind them to wash their hands thoroughly with soap and water after they've completed their tasks.

Need to save your team some time? Consider electric foggers, which spray disinfectants onto large surfaces, reducing the number of hours that are needed for a hands-on approach.

SCRUB EVERYWHERE, INCLUDING THE AIR

Viruses, allergens, and bacteria may be invisible to the human eye, but the right machines can filter them out. Air scrubbers with HEPA filtration remove at least 99.7% of dust, pollen, mold, and more. This type of investment can provide your employees with peace of mind in the short term—and better quality air for the long haul.

KEY #2: KEEP YOUR DISTANCE TO BE NICE

If you time traveled back to 2019 and started talking about social distancing, you'd see genuine confusion from the people around you. But now, it's part of our everyday vernacular. And although keeping six feet of space is the golden rule, it's not always possible in tight quarters. Here are some precautions to take to ensure employees have their own space—a nice gesture that considers everyone's safety and comfort.

MAKE SPACE

If you're able to place workstations and desks six feet apart, that's great! If not, physically separate spaces with acrylic or plexiglass desktop partitions. That way, each team member can feel a sense of control over their own slice of the workplace.

With warmer weather on the way for most of North America, consider how any outdoor space could be used for better distancing and airflow among employees. With a Wi-Fi extender and comfortable weatherproof chairs, an empty parking space or two can easily become an al fresco meeting room!

MARK THE WAY

We're all figuring out our paths in this new world—literally—and we're trying to avoid crowds during the journey. To create a sense of order in the workplace, use tape to create one-way paths and to designate six feet of distance in areas where employees gather, such as the lunchroom or along assembly lines. This can help avoid crowds and chaos and instill a sense of order and calm.



SHOW THEM THE SIGN

Communication is key in imparting new safety rules and expectations. It's easy for all of us to fall back in our old ways—especially when readjusting to life back in the workplace. Place signs around your business to remind people that times have changed, and they're now expected to wear masks and observe social distancing rules. The "new normal" may take some time to sink in, so offer friendly reminders to your team through signage.

TALK TO YOUR TEAM

After a whopper of a year, returning to work means something different for everyone. Keep in mind that your staff could be dealing with countless invisible challenges. They may have lost loved ones or are actively caring for sick family members; their children could be struggling with changes in their schools; their partner may have lost a job; they could be suffering from anxiety about staying safe and healthy.

Though keeping physical distance is important, these times call for forming stronger bonds. Rebuild your working relationships with your team so they can feel supported. Check in with them frequently to understand what they're experiencing, and be as accommodating as you can during this adjustment period.

KEY #3: REDUCE TOUCHPOINTS WITH AN AUTOMATIC DEVICE

We've moved from a high-touch world to a touchless world, and that's a change your workplace should reflect. Today, anything that can become automatic should. Here are some items to consider replacing.

AUTOMATE FOR THE PEOPLE

Consider what a day at your business looks like. What are the areas people touch the most, and can they be replaced with touch-free items? Consider items like faucets, doors, light switches, toilets, and garbage cans. Replacing manual tasks with automated technology drastically reduces the number of potentially

dirty surfaces to be touched.

REPLACE FOUNTAINS WITH FILLING STATIONS

The thought of putting your mouth near a faucet shared by many simply does not compute in this day and age. Replace outdated water fountains with touch-free water bottle fillers, and you'll solve the problem, while keeping your team hydrated.

ACTIVATE SANITATION STATIONS

Washing hands with soap and water is the most effective way to kill germs, so consider investing in portable sinks to place in areas where most employees gather. What happens if you can't get to a sink, or if you can't transform the space into a portable solution? As we've all learned over the past year, hand sanitizer comes in, well, handy!

To help keep germs at bay, install

touch-free hand sanitizer dispensers liberally around the office. Make sure to place them in high-trafficked areas—like outside of bathrooms, in break rooms and kitchenettes, at entries and exits—to enable all employees easy access.

LOCKING IN THE THREE KEYS

Let's say it again, shall we? The Three Keys to reopening are to clean everything twice, keep distance to be nice, and replace outdated objects with an automated device.

As you move forward with reopening plans, remember: We can provide everything you need to stay safe at the right price. After successfully reopening our own locations, we can supply you with not only the items, but also the information you need for getting back to business.



**WE DON'T JUST
SUPPLY TOOLS AND
EQUIPMENT. WE
HELP BUILD YOUR
BUSINESS AND YOUR
REPUTATION.**