



COVID-19 Policy for Sales Representatives

This **COVID-19 policy** outlines expectations for **All Wiese Sales Representatives** until further notice. These expectations are in addition to those contained in the **COVID-19 Policy for all Team Members**. We are following the direction of the local, state, and federal government, and monitoring the external situation. We will adjust our actions and policies as required.

- During this time, we want to increase our connection and communication with customers to ensure we are supporting them. Use virtual meetings and calls - minimize physical interactions. We should be making more customer contacts because our travel is restricted.
- Maintain social distancing as described in the COVID-19 Policy for all Team Members.
- Do not travel to customer property or off-site meetings unless business critical. Use video and phone meetings when possible.
- Work from home when possible.
 - If you must be in the office, stay in your designated work area.
 - Do not enter the service, parts, or shipping/receiving departments without prior permission from the operations manager to enter the service, parts, or shipping/receiving departments.
 - Do not enter the rental or used equipment departments without prior permission from the department manager.
- If you must be on customer property or at an off-site meeting in order to support a customer's business critical operations:
 - Wash your hands or apply hand-sanitizer (of at least 60% alcohol) upon arrival at facility.
 - Put on nitrile gloves. Avoid coughing onto gloved hand. If this does occur, you must wash hands and change gloves.
 - Using an EPA-registered disinfectant, clean and disinfect equipment before and after touching it. Be sure to clean and disinfect frequently touched areas such as the steering wheel, finger controls, and grab bars.
 - If the customer touches the equipment, clean and disinfect those areas again before touching them.
 - Gloves, disinfectants, and other hygienic cleansers need to be disposed of in a plastic bag. No trash is to be disposed of at a customer location.
 - Wash your hands or apply hand-sanitizer (of at least 60% alcohol) after removing gloves.

Last Updated: April 10, 2020