



TAKING CARE OF EACH OTHER

# Vendor COVID-19 Protocol Review

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2021



# Reminder of COVID-19 safety measures



Requirement for all associates, and visitors/vendors to wear 3-layer disposable masks.

Customers to wear mask or face coverings upon entry and while within our locations, during and outside of business hours



Increased frequency of cleaning and disinfecting



Hand sanitizer placed throughout locations



Promoting physical distancing at all locations



# Our request to our vendor partners

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- Whenever possible limit visits to **one location** per day
  - ensure you are aware of all current, local public health requirements
- **Limit store visits** to essential activities
  - in-bay or product service
  - vendor-managed ordering
  - customer service
- Please **do not visit stores for non-essential activities** until further notice
  - customer-facing product demonstrations
  - associate group training
  - general display maintenance
- If you must visit a location outside your regular essential service, please:
  - **make arrangements** in advance with the location team, discussing any needs
- **Limit interaction** with associates and customers to only those required



# Merchandiser responsibilities | Health check



FOLLOW  
SCREENING  
PROTOCOLS

- All merchandisers must **complete a health check before entering** Home Depot locations (including the garden centre).

- Complete the Jeffery's Greenhouses Covid-19 Screening form each day before your shift and entering the store. It is found at <https://www.jefferysgreenhouses.com/covid-19-pandemic/test>



STAY HOME IF  
YOU ARE SICK

- Ensure you enter your email address to receive a copy of the form (which may be required to provide as proof to Home Depot) and correctly select your supervisor name, who will also receive a copy of your completed form.

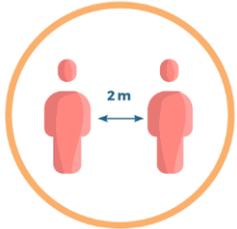


KNOW THE  
SYMPTOMS AND  
REPORTING  
PROCESS

- If you or a representative from your company has any sick or **COVID-19 symptoms**, have been **directed to self-isolate** by a medical professional or public health authority and/or has had **close contact** with a person directed to self-isolate due to COVID-19 within the last 14 days, **DO NOT visit** a Home Depot location.



# Merchandiser responsibilities | Physical distancing & PPE



PHYSICAL  
DISTANCE AT  
LEAST 2M AT ALL  
TIMES



WEAR PPE AS  
DIRECTED

- All merchandisers must maintain physical distancing and avoid close contact.
- **Physical distancing** means staying **at least 2 metres** or 6 feet apart from Home Depot customers and associates at all times.
- Merchandisers are expected to provide their own PPE, which Jeffery's Greenhouses will supply.
- **3-layer disposable medical Masks must be worn** by any merchandiser upon entering and while within any Home Depot location including the garden centre, during and/or outside of business hours.
- In **Ontario**, eye protection with side shields or face shield must also be worn when any worker is less than 2M from someone who is not wearing a mask or wearing it correctly.
- If nitrile gloves are worn, they should be replaced regularly. Used gloves should be disposed of in a lined garbage bin and hands should be washed afterwards.



# Merchandiser responsibilities | Sanitization & hygiene



DISINFECT  
SHARED  
OBJECTS  
FREQUENTLY



WASH HANDS  
FREQUENTLY  
(20 seconds)



AVOID  
TOUCHING  
YOUR FACE

- **Wash your hands** often with soap and water (and use **hand sanitizer** where soap and water are unavailable).
- Cough or sneeze into your arm or a tissue.
- **Avoid touching eyes, nose or mouth**, especially with unwashed hands.
- **Avoid close contact** with people who are sick.
- **Equipment used by visitors must be sanitized before and after each use.**



# If a Merchandiser becomes sick

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**If a visitor begins to experience any sick or COVID-19 symptoms while at a Home Depot location, the following process should be followed:**

1. Immediately **return to their vehicle**, avoiding contact with others and surfaces while exiting the workplace.
2. When inside their vehicle and before leaving the location, **call and speak to the HD manager on duty** or another location leader to notify them of their symptoms and discuss whether they can return home safely or whether assistance is needed.
3. Then contact your Jeffery's supervisor to notify them of the situation.

**All merchandisers who experience any sick or COVID-19 symptoms will be asked to:**

1. **Identify close contacts** (anyone with whom they may have had prolonged contact, less than 2 metres for at least 15 minutes)
2. To **trace where they travelled** through the location to identify surfaces that need to be sanitized.

**If a Jeffery's merchandiser has contracted COVID-19 or is being tested, email [HealthSafetyCanada@homedepot.com](mailto:HealthSafetyCanada@homedepot.com) immediately so Home Depot can determine if they had contact with any HD associates. Include Jeffery's HR Manager , Allison on this email.**

- We will ensure all information is kept confidential and include in the email the details below:
  - Date of symptom onset
  - locations visited on day of symptoms
  - locations visited 48 hours prior to onset of symptoms
  - If any close Home Depot associate have been identified as close contacts
  - If any co-worker close contacts were identified and the locations they have visited since exposure date



# digitalVisitorLog

Visitor Guide  
January 2021



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## DVL | What Has Changed



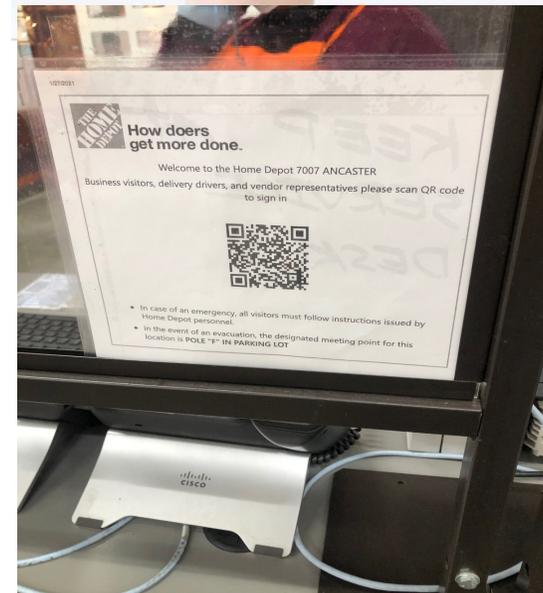
- Visitors must sign-in and out at service desk and at the RTV cage
- Visitors and vendors are required to wear a paper-based badge
- A copy of the visitor's responsibilities is only accessed at the service desk
- Contactless, digital web form accessed by QR code placed in key visitors' locations, reducing the requirement to go to the service desk or receiving. The QR code sign can be found in multiple locations:
  - OGC, Paint desk, Millwork desk, Hardware terminal, Receiving, Service / PRO desk, Tool Rental Centre and office areas
- All visitors during the check-in process will be required to enter their work email address, which will only be used for COVID contact tracing notification
- All visitors will acknowledge key COVID and safety visitor responsibilities, and that their health check has been completed
- A virtual badge is emailed to visitors and vendors, which also includes a sign-out link

# Electronic Vendor Sign in Process

- All merchandisers and supervisors are required to use the new electronic sign/in process when visiting stores.

## Steps include:

- The **QR code** is posted at customer service or at seasonal desk
- Open your **camera app** and hold your device so that the QR code appears in the viewfinder in the Camera App.
- Tap the **Safari browser notification** that will pop up and follow the prompts to sign in
- Select **Vendor/Delivery Driver** and click **Next**

A screenshot of a mobile web browser showing the Home Depot sign-in process. The browser address bar shows "homedepot.ca". The page title is "Home Depot Visitors". Below the title, there is a message: "If you're here on business, please select one of the following to check in and receive a digital badge." There are four radio button options: "HD Associate", "Contractor", "Vendor/Delivery Driver" (which is selected), and "Business Visitor". At the bottom of the form is an orange "Next" button. The browser interface includes a back arrow, a forward arrow, a share icon, a book icon, and a refresh icon.

# Electronic Vendor Sign in Process

## Proceed to fill in

- First name **\*Mandatory\***
- Last name **\*Mandatory\***
- Email address **\*Mandatory\***
- Organization **\*Mandatory\***
  
- Your manager's name **\*Optional\***
- Your manager's email address **\*Optional\***
- Once mandatory fields are filled in you can click **'NEXT'**
- Brings you to a list of items we must acknowledge/adhere to

Camera LTE 7:48 AM 87%  
homedepot.ca

 Check In  FR

I acknowledge that I will:

- Work in compliance with all provincial health and safety legislation and public health guidelines in the prevention of workplace accidents and the spread of the COVID-19 virus.
- Wear CSA-approved foot protection with Grade 1 toe and sole protection (green triangle), face mask/covering and all other personal protection equipment required for the job.
- Maintain physical distancing of 2 metres (6 feet) to avoid close contact and frequently wash or sanitize my hands.
- Complete (or have completed) a health check and do not have any symptoms prior to entering a Home Depot location. (Common COVID symptoms include cough, breathing difficulty, flu-like symptoms, headache, sore throat, recent loss of taste or smell, or a fever of 38°C/100.4°F or higher.)

To complete the health check, please visit <https://ca.thrive.health/covid19/en>

 Privacy - Terms

- Immediately advise Home Depot management in-



# Electronic Vendor Sign in Process

- After **checking the box** that you acknowledge the safety requirements you will get to this screen showing '**Check in Successful**'
- An email will be sent to you confirming the check in confirmation and digital badge
- Keep the safari browser page open
- When ready to sign out, simply hit "**Sign Out**" to complete the sign out procedure

**\*QUICK TIP\*** enable 'autofill' in your Safari browser settings to speed up the filling out process

Go to :

>settings

>safari

>autofill

>use contact info OR my info

◀ Camera LTE 7:48 AM 87%  
homedepot.ca

✓

Check in was successful.

Valid Until: **09:48 PM EST**  
**Tuesday, March 02, 2021**

Visitor's Name: **Brian Bajuk**  
Store Name: **ANCASTER #7007**

Your digital badge and sign out link will be sent to **brianb@jefferysgreenhouses.com**

Keep this page open to sign out at the end of your visit.

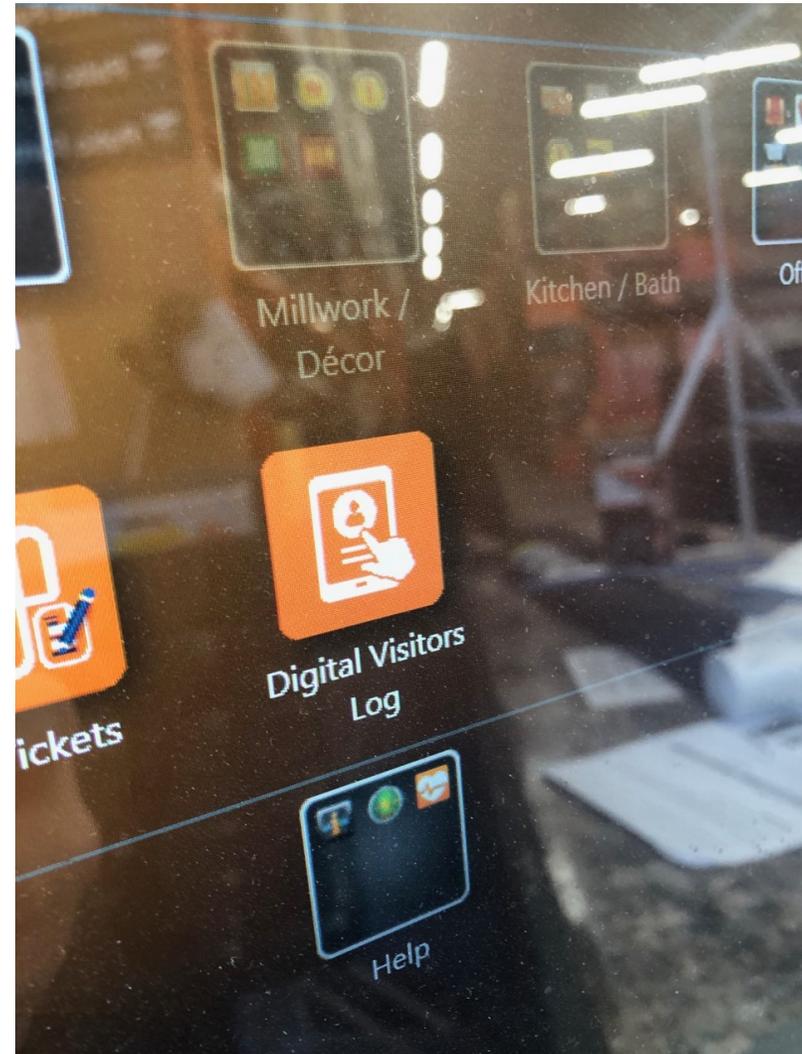
Sign Out

This pass is issued subject to the v agreement to observe and follow all app Privacy - Terms Home Depot health, safety and security



# Electronic Vendor Sign in Process

- For reps who **do not have a smart phone with a camera app**, this exact process can be accessed using the desktop at the seasonal desk, **however it requires a Home Depot associate to sign them in and out.**
- The following icon will be on the home screen on the Home Depot desktop.



- **What if I don't have a cell phone, or my phone is unable to scan the QR code?**
  - See manager on duty, who will assist you in the sign-in process
- **How do I sign-out if I have entered an incorrect email address or have not received the virtual badge email?**
  - The system will automatically sign you out 14 hours from your sign-in time
- **If I forgot to sign-out and have left the store, what is the process to now sign-out?**
  - You can still sign-out via the sign-out button in the virtual badge email
- **Do I have to sign-in and out when making multiple trips to the same store?**
  - Yes, each time you enter/leave a store premise you are required to sign-in and out
- **How long is my information retained in the system?**
  - All visitor's information will be retained for 6 months
- **Who do I reach out to if I have questions regarding the digital visitor sign-in process?**
  - Please email [healthsafetycanada@homedepot.com](mailto:healthsafetycanada@homedepot.com) for support

# Questions

