



Dear McCoy's Teams,

Our business requires a robust and consistent supply chain, and many of our and our suppliers' truck drivers travel hundreds or thousands of miles a week. We also serve numerous customers a day, loading products for them.

We want to protect our McCoy's team, our customers, and the drivers that we encounter. Based on the guidance from [the CDC](#), we are implementing the process below when interacting with customers, our vendors, and distribution or millwork deliveries:

- When vendors or suppliers pull up to our stores:
 - We request that drivers unstrap and go back into their cabs.
 - Request will be made that the paperwork be passed through the window for signatures.
 - We will proceed to unload the truck and signal to the driver when he is clear to leave.

- When we do IBT's between locations we would appreciate a similar protocol be followed for our truck drivers.

- For stores serviced by McCoy Distribution Centers, the same protocol will be followed with the following exception: If you are shorthanded and the distribution driver unloads his own truck, they should notify a yard crew member when truck is unloaded. They will then wait in their cab for the store to check the truck off along with signature. The paperwork will be passed back to the driver through the cab window.

- When we load customers in the yard it is a good practice to:
 - Wear gloves when loading material and when handling yard ticket.
 - Wash your hands more frequent throughout the day and /or use hand sanitizer.
 - Practice social distancing and refrain from shaking hands.

- When making deliveries to jobsites it is a good practice to:
 - Practice social distancing, wear gloves handling material, and refrain from shaking hands.
 - Wash your hands more frequent throughout the day and / or use hand sanitizer.