

For your
vendors

WS



VENDORS

Establish contingency plan for vendor disruptions: Identify which vendors and/or distribution centers are functioning, and the extent to which they may be delayed or limited in their operations.

Notify vendors of re-opening, and any revised protocol as it relates to store entry, deliveries, paperwork, etc. Consider implementing measures to ensure vendor safety, including:

- Disabling/suspending access (i.e. temporarily suspending all nonemployee truck drivers from entering stores, warehouses and manufacturing plants).
- Transitioning to contactless signatures/e-signatures for deliveries.
- Adjusting store delivery windows to spread out deliveries. Please contact Property Team with any changes so we can ensure it falls in line with property protocols.
- Require vendors to wear mask coverings when delivering any merchandise to your space.
- Require vendors accessing your store locations to direct their employees to follow all social distancing guidelines and health directives issued by the applicable public authorities.
- Require vendors to pre-screen themselves at home prior to coming to property. Should they exhibit a fever and/or flu-like symptoms, they will be required to stay home.

