



COVID-19 Policy for Sales Representatives

This policy outlines expectations for **All Wolter Group LLC (WG) Sales Representatives** until further notice. These expectations are in addition to those contained in the **COVID-19 Policies 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.

- Practice Social Distancing:
 - Always maintain a 6-foot distance from other people. Refrain from physical contact such as handshakes.
 - Minimize movement outside your designated workspace. Within our facilities and customer facilities, do not move outside your designated workspace unless business critical.
 - Avoid physical meetings when possible.
- Refrain from group lunch meetings and ordering outside catering.
- Do not travel to customer property or off-site meetings unless it is business critical. Use video and phone meetings whenever 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 then change gloves.
 - Using an approved sanitizer or wipe, wipe down equipment before and after touching it. Be sure to clean frequently touched areas such as the steering wheel, finger controls, and grab bars. If the customer touches the equipment, sanitize those areas again before touching them.
 - Gloves, sanitary wipes, and other hygienic cleansers need to be disposed of properly.
 - Wash your hands or apply hand-sanitizer (of at least 60% alcohol) after removing gloves.