



Covid-19 MMC Visitor Policy

To keep our employees as safe and healthy as possible, nonessential visits from manufacturers, their reps, subcontractors, distribution partners, and other suppliers are suspended until further notice.

What is considered a nonessential visit?

- Visits where the salesperson, subcontractor, or rep is “checking in” with Estimating, Purchasing, Constructability, Engineering, etc. This can be accomplished via email or a phone call
- Regular weekly visits from distribution partners where they make themselves available to all MMC Departments in the Purchasing Vendor room. This also can be accomplished remotely.
- Visits from manufacturers reps, or the manufacturers themselves, to discuss new products available to the electrical market. These visits frequently include samples. Ask them to email you a pdf. of the new product(s) that you can share with team members electronically
- Visits from manufacturers, their reps, and distribution partners promoting new annual rebates, loyalty programs, and other non-obligatory proposed agreements. These can be negotiated and agreed upon through email. They can be signed via DocuSign.
- Visits from office supply vendors to inquire on inventory or distribute samples. Inventory can be replenished via email or phone call and samples can be sent via truck on our regular delivery days.
- Vending machine replenishment. Cease all deliveries until further notice.

What might be considered an essential visit?

- Deliveries of essential goods and materials to our warehouse docks, fabrication shops, auto mechanics, tool warehouses, and purchasing departments. This includes deliveries of blueprints, drawings, and office supplies. Coffee and coffee supplies can continue to be delivered. However, we can self- perform the sanitation of the coffee pots
- UPS, FedEx, GSO and other typical carrier services should continue as normal. If we have no items for those carriers to pick-up, try and notify the driver prior to their entry into the building.
- Employee food deliveries utilizing service such as Uber Eats or Door Dash. A designated delivery area, set up near the primary building entrance, is acceptable. The employee that placed the order must meet the delivery person themselves while following social distancing protocol to the best of their ability. The receptionist will not do it for you. After exchanging goods/services and payment, please use the sanitizing station located at the reception desk before heading back to your workstation. Meeting the delivery person outside is also acceptable, again remembering to sanitize upon re-entering the building.

- In person meetings initiated by MMC personnel. Some aspects of our business can only be resolved in-person. If this is the case, please seek approval from your manager or direct report prior to proceeding. When meeting, please maintain the recommended social distancing protocol. Which is a minimum of three feet with **six feet preferred**.

If you have any questions regarding this policy, please contact your manager or immediate supervisor.

Your safety and well-being is our primary concern.