



Rayco Supply Policy for Coronavirus

5-1-2020

As a supplier to U.S. military, Rayco Supply has been deemed an essential small business and we've taken the following measures to increase prevention of exposure to the Coronavirus. It is our goal to ensure the health & safety of our employees and customers alike.

1. Personal Hygiene – Rayco to provide anti-bacterial hand soap, hand sanitizer, disposable wipes & disinfectants – all employees are required to keep their hands clean
2. Contact - maintain 6' for social distance, mask provided to all employees
3. Workspace – keep work space clean, wipe down regularly & be mindful of social distancing
4. Feeling sick – do NOT come to work
5. Working Remotely - Inside employees with direct dependents who daycare confirms closure in writing will be permitted to work remotely from home.
6. Receiving Shipments – wear gloves (shipments/mail received & delivered will continue as there is minimum one on one contact)
7. Customer Service – utilize phone & e-mail to reach customers & keep them informed we are open for business and taking all precautions to remain safe
8. ServMart – due to being classified as essential business & Mancon is practicing social distancing Rayco will have a rep there to service our military, utilize mask
9. Outside Sales – use mask & be mindful of 6' social distancing
10. Customer Pick up – instruct customer we have “curb side” so call & delivery with paperwork will be brought to their vehicle.
11. Deliveries – fully operational, use mask & wear gloves

Thank you for the opportunity to serve our warfighter and we wish everyone to be safe and healthy during this difficult time.

Sincerely,

Stace Lowman, Vice President

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