

VISITOR, CLIENT AND VENDOR PROCEDURES FOR PICKING UP OR RETURNING MATERIALS OR SAMPLES

Procedures:

- Upon arrival, the visitor (e.g. clients and vendors), should remain in their vehicle and call our office at 310-841-0123 to let us know they are in the parking lot and for whom they are picking up or returning materials or samples.
- Visitors should not get out of their vehicle until instructed to do so by a JC Backings employee.
- Visitors and accompanying occupants must wear a mask at all times and practice social distancing of a minimum of 6 feet at all times.
- If a visitor must enter the building, they will be required to undergo a Health Screening. The Health Screening consists of taking their temperature and verbal confirmation that they do not have any COVID-19 symptoms and have not been near anyone diagnosed with COVID-19 within the last 72 hours.
- Visitors will also need to:
 - Wear a face mask at all times.
 - Sanitize or wash hands upon entering the building.
 - Maintain safe social distancing of at least 6 feet at all times.
 - JC Backings can provide masks, gloves and hand sanitizer.



Paperwork Handling for Visitors and Vendors:

- Only JC Backings's employees will handle any and all paperwork.
- Visitors and vendors will not need to touch the paperwork.
- We will ask the person's name and write it on the paperwork at which point the person can take a photo of it for confirmation if necessary.
- Visitors and vendors will not receive a hard copy of the paperwork.
- The signed paperwork can be emailed upon request to a designated point of contact.
- For C.O.D.s:
 - The visitor or vendor will place the check(s) into a clear plastic envelope (provided by JC Backings) with the check(s) number and amount(s) visible.
 - Our employee will write the information on the paperwork at which time the person can take a photo of it for confirmation if necessary.
 - The paperwork can be emailed upon request to a designated point of contact.

Vendor Paperwork Handling for JC Backings Employees:

- For vendor delivery receipts/packing lists, a JC Backings employee will first sanitize the package containing the packing list with CDC-approved disinfectant.
- Once dry, the packing list can be removed and placed in plastic envelope and given to the appropriate person.

**Thank you for your patience and cooperation with our requirements.
If you have questions, please call our office at 310-841-0123.**