

# AAP / CQ Store Closing – IT Equipment Pack Up.

**NOTE: First order of business .**

**BEFORE** you begin any removal or packing.....

## Isolating the Security System “Phone Number”

### Option #1.

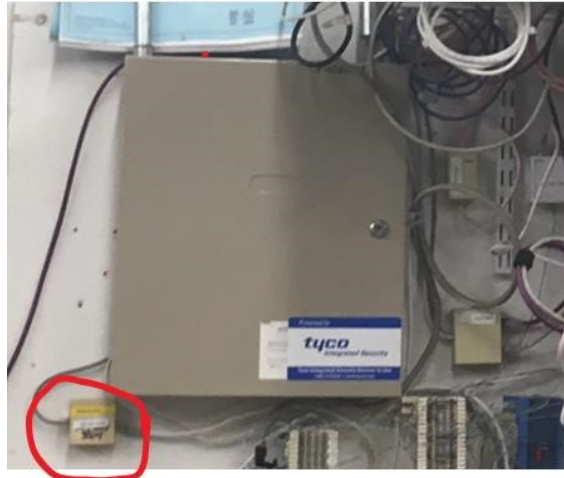
- Make contact with the pack up team lead on site & let them know you might be setting off the Security Alarm, and that subsequently, the alarm company will be calling the store. You will need to locate the Alarm Panel on the Telco back board and the panel **key**:
  - It will be in the alarm panel keyslot or on top of the alarm panel or in the safe (should be open, if not the Pack-up team lead will have the combination).
- Open the alarm panel & leave it open, wait for the call from the Alarm Company.
- When the Alarm Company calls, tell them you are testing the system and ask them to give you the phone number they received the call from.
- **Enter this phone number on the Store Closing Inventory Sheet.**
- Tell them you will be closing and locking the panel, and then do so.



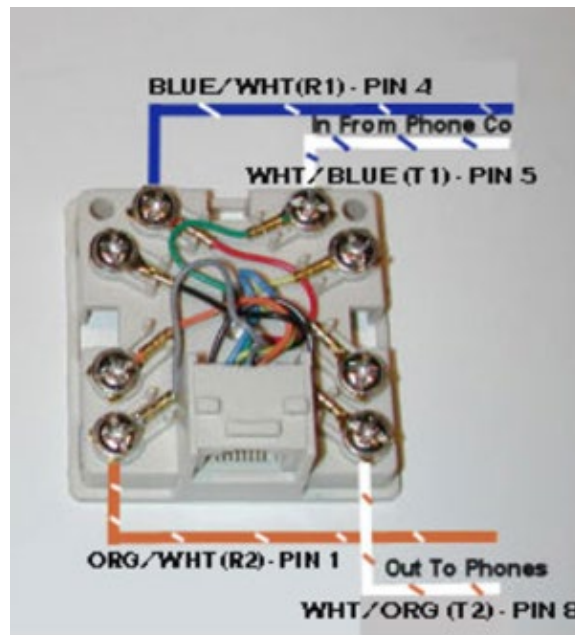
If the Alarm Panel does not have a door trigger switch, opening the door will not set off the alarm so you will need to proceed to option #2.

## Option #2:

Locate the RJ-31 biscuit box, typically close to the Alarm panel. Attach your butt-set to the input leads within the box. When you get a dial-tone, call your Cell Phone and then record/document the incoming number that you see on your cell, on the Inventory Spread Sheet.



Security Alarm Panel with RJ-31x marked



Connect your butt-set or your single line analog phone (using the Green and the Red wires), to either the Blue/White and White/Blue... or.... the Orange/White and White/Orange to get a dial tone. Then call your Cell Phone to get the Security System #.

## Equipment Disconnect and Pack Up Process

You will need to ask the Precision Fixture, Pack Up Crew Lead, for the Packing materials. This should consist of 2 bins, 2 lids, 2 pallets, 2 rolls of bubbles and some shrink wrap and tape. There should also be 3, 8.5" x 11" florescent YELLOW, TELAID labels included.

Move the packing materials to your work area.

Place the bin squarely on an empty pallet. **You will have 2 bins available, sometimes all components will fit in 1, or at most 2 bins.**

**TAKE PICTURES OF ALL AREAS/Counters with EQUIPMENT BEFORE AND AFTER removal**, and post them to the Workmarket assignment. If this is not possible, Email the pictures to: [rstgeorge@telaid.com](mailto:rstgeorge@telaid.com)

If there is a security system- Monitor, Cameras, CPU, PLEASE be sure to get some pictures of those items. THESE ITEMS WILL NOT BE DISCONNECTED nor packed up.

Any **SENSORMATIC** equipment you encounter is part of the Security system and will remain at the store. Please place **"Sensormatic Label Deactivators"** in a box by the front door. There may be several of them.

**Sensormatic Door Max EAS Towers**



**Sensormatic Label Deactivator**



After your walkthrough and Picture inventory of all of the IT/Telco components, and the isolation of the Security Phone Number (See Security Alarm Test document.) Then...

Locate the store **SAFE** and ask the Store General Manager on site for the combination. **Make sure that the combination is TAPED (or written on tape) and affixed to the safe.**

**Note :** If there is a small (8U) rack on site at the Telco Board, it will need to be removed and boxed with the rest of the equipment. If there is a large (24U) floor rack, it will need to be Shrink Wrapped (4-5 layers please) **after the equipment has been removed** and then **Shrink Wrap the rack (laying down) securely to a pallet.**

If there is a Shelf on the telco board, it can be removed and discarded.

**You will need to load at least these SIX pictures to the WorkMarket assignment before you exit the site.**

One of the staged inventory

One of the 24U Rack (if present) with the components installed

One of the 24U Rack (if present) with the components removed for shipment.

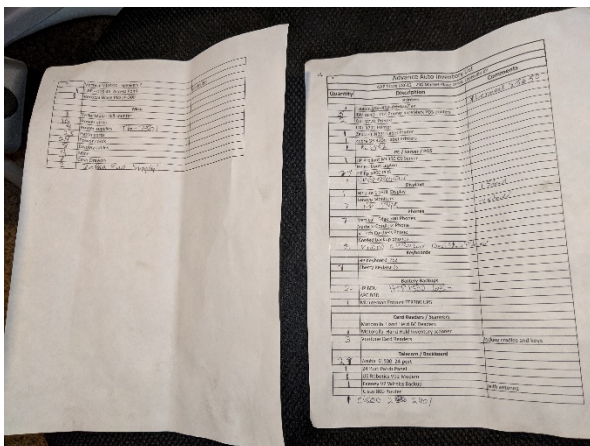
One of the Telco Backboard area

One of the completed/wrapped-up bins for shipment

One of the **filled out Inventory Sheet.**



Neatly pile all the equipment in a staging area. Keep it somewhat separated to facilitate accurate inventory counts. (TAKE A PICTURE)



For the card readers, you will need to retrieve the bracket keys from the GC on site, or perhaps the Local AAP GM. (they might be in the safe). The bracket must be unlocked to remove the connected cable.

Remove the cable and the locking bracket for shipping. Wrap the card reader and the locking bracket separately.

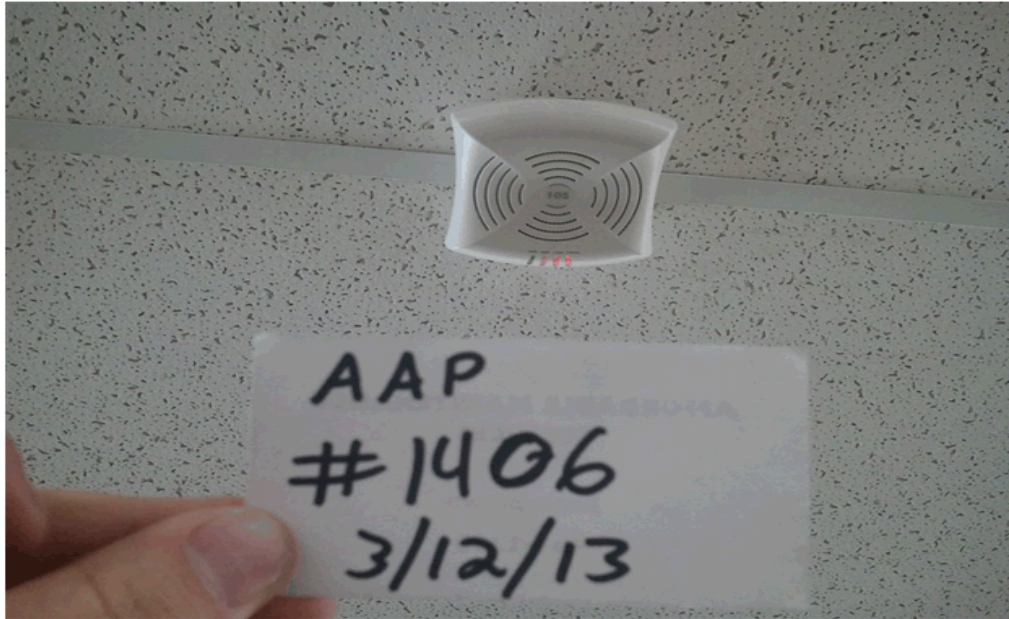
**NOTE:** If no KEYS are found, the CC reader and stand can be removed from the counter, and wrapped up as a single unit, for shipment.



**DO NOT disconnect or pack-up any Security Cameras or DVR electronics**, they are part of the security system. Also, the security system on the telco backboard is to remain at the store.

**FOR ALL STORES: DO NOT FORGET TO locate and DISCONNECT and PACK THE “AP” on the ceiling....there may be two or more of them.** Include the mounting brackets with the APs.

(AP Example below)



Place the cash trays in the cash drawers, and load in the bottom of the bins. They don't necessarily need to be bubble wrapped. However, what is placed on top of them, needs to be bubble wrapped. The Battery Backup units should also be on the bottom.



Be sure sensitive components are wrapped and/or protected from other components which may damage them. Keep the heavier components on the bottom layers (like the POS Computers).

Continue loading and insulating layers. Use power strips, power cords and patch cords to fill in the gaps.

It is not necessary to wrap the cash drawers nor other "hardware" in bubbles... just make sure the "electronics" are bubble wrapped.



The Displays/Monitors should be individually wrapped and probably the last thing loaded.



Please note: If the Feeney Wirelesss “antenna” is **not easily accessed/removed**, do not worry about including the antenna in the pickup. However, be sure the **Feeney Wireless unit is included in the pickup.**

When bins are full (or all electronics are loaded), cap each one and tape the lid securely. Then shrink wrap the entire bin and lid.

Affix one of the florescent YELLOW – Telaid Labels on the top of Each Bin. If there is a 25U rack being shipped, place one of the florescent YELLOW – Telaid Labels on the wrapped up rack.



The Shipping Labels and BOL will be provided BY the **Freight Shipper** when they arrive on site to pick up the pallets/bins, and they will affix these to the BINS.

NOTE: Use a GENERIOUS amount of shrink wrap to wrap the bin(s)...and **Be sure to wrap the shrink wrap down around the pallet, to secure the gaylord bin to the pallet.**



# COVID-19 Vendor Orientation

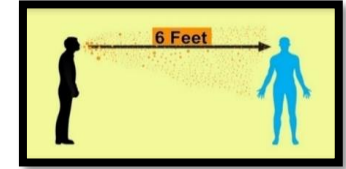


# SOCIAL DISTANCING POLICY

IN RESPECT OF OUR VALUED CUSTOMERS AND EMPLOYEES HEALTH AND SAFETY DURING THIS CHALLENGING TIME WE ARE TAKING NECESSARY PRECAUTIONS TO LIMIT POTENTIAL EXPOSURE TO THE COVID-19 VIRUS.

WE ASK THAT WHILE WORKING IN OUR STORE OR DC THAT YOU PRACTICE “SOCIAL DISTANCING” AS REQUESTED BY THE CDC, NATIONAL AND LOCAL GOVERNMENTS.

*The CDC advises to put distance between yourself and other people*



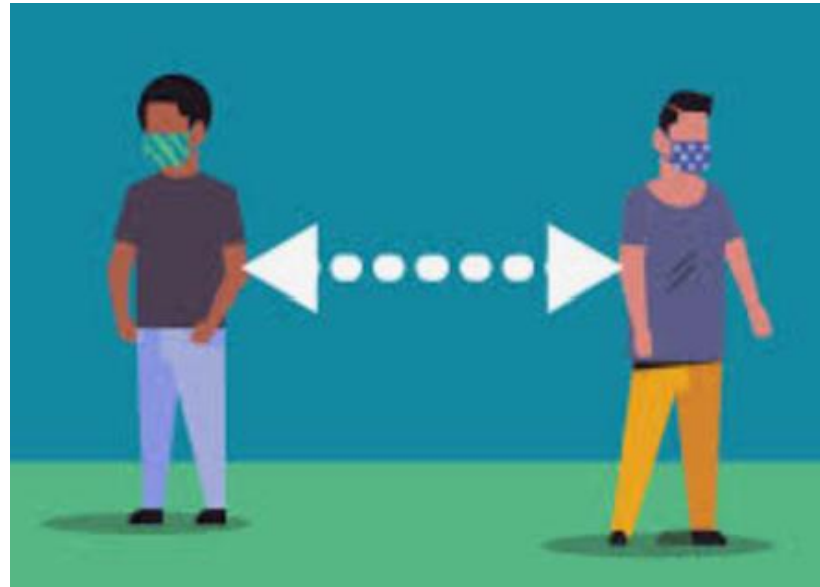
1. Do not enter the building if you have symptoms of COVID-19 or fever.
2. Please use a face covering over your nose and mouth, as recommended by CDC, to protect against community spread. (This is a requirement and no vendors will be admitted into a store or DC without a face covering. The location may provide one if available, but this is not a requirement of the location to provide such PPE. The vendor should have their own face covering.)
3. All interactions and work tasks should take place at a distance of six (6) feet or greater.
4. The vendor should use a visual indicator to help ensure 6 feet is maintained between their work area and Advance Auto Team Members and Customers. Tape placed on the floor or a physical barrier can be used as this visual indicator.
5. The bathrooms will be closed from the public during this time period. This includes all vendors, with the exception of those vendors spending a large portion of their day at the same location (vendors will be allowed to access restrooms if working for long periods at the same location).
6. The vendor should wash their hands thoroughly if using the bathrooms.
7. All work surfaces shall be wiped down and cleaned thoroughly by the vendor. This should be done throughout the workday, and when the work is complete. Cleaning supplies are available at the store/dc if the vendor does not have them with them.
8. Always cover nose and mouth when sneezing or coughing. Preferably use a tissue or cloth. Dispose of all trash immediately and wipe down any exposed work surfaces



# Social Distancing

Vendors working at Advance Auto Parts locations are expected to maintain 6 ft of distance between themselves and all AAP Team Members and customers

Vendors should use tape or physical barriers to provide visual indicators of 6 ft around their work area while working in the AAP store or DC



# Personal Protective Equipment

Vendors working at Advance Auto Parts locations are expected to wear a face covering at all times while working in or around other team members and customers.

Vendors are expected to bring their own face covering. The store or DC may provide one if needed and they are available, but this is not expected of the store or DC.

Vendors working at Advance Auto Parts locations are expected to wear gloves as well when working in or around other team members and customers.

Vendors are expected to bring their own gloves. The store or DC may provide them if needed and they are available, but this is not expected of the store or DC.



# Personal Hygiene and Behavior

Vendors working at Advance Auto Parts locations are expected to wash their hands thoroughly when working and touching surfaces within the store or DC.

Vendors are allowed to use the location restrooms to wash their hands and when working at a location most of the day.

Vendors working at Advance Auto Parts locations are expected to cover their nose and mouth when sneezing and coughing.

Vendors should use tissues or cloth where available, but a minimum should cover their face using the inside of their elbow.



# Cleaning Work Area

All work surfaces and equipment will need to be wiped down and cleaned by the vendor upon completion of work. Counter tops, walls, computer equipment, desks, etc. are just some examples of what should be wiped down upon completion of work in using those work surfaces or pieces of equipment.

Cleaning materials will be provided by the location if the vendor does not have them available.

All equipment and tools brought onsite by the vendor should be wiped down and cleaned prior to bringing them in to the location.



Complete Acknowledgment form using the link provided here

<https://app.smartsheet.com/b/form/c87a2b67613a4ad4ae3ccdcf8173208a>



# Questions?



# Signs & Symptoms of COVID-19

AAP is monitoring the spread of the Covid-19 outbreak throughout the Country and the surrounding territories. These are often rapidly changing situations. AAP has trained teams in place to monitor the situation and develop / execute plans to maintain the safety and well-being of our Team Members. Common symptoms of Covid-19 are:

- Runny nose
- Headache
- Cough
- Sore throat
- Fever
- Shortness of breath
- Diarrhea

According to the CDC, symptoms of Covid-19 can appear in as few as two days or as many as 14 days depending on the exposure and strain of the virus / bacteria. The Covid-19 effects and rate can be more serious / aggressive for individuals with weakened immune systems, older adults or those with underlying health concerns. There are preventative actions that can help prevent the spread of Covid-19. Many of these actions are tied directly to personal behaviors or environmental conditions. Some of these include:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Stay home when you are sick.
- Maintain social distancing (6 ft.) from others to prevent the spread of Covid-19.
- Cover a cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Use simple cloth face coverings to slow the spread of the virus.

**IF A VENDOR BELIEVES THEY HAVE CONTRACTED COVID-19 AND HAVE RECENTLY WORKED AT AN AAP LOCATION, THE VENDOR MUST CONTACT AAP AS SOON AS THEY LEARN THEY HAVE CONTRACTED THE VIRUS**





March 20, 2020

This letter serves to confirm that \_\_\_\_\_ is a Telaid employee or service partner who is, or whose company is, providing essential services to our clients' stores, clubs, distribution centers, fulfillment centers, pharmacies, call centers, data centers, construction and/or other support facilities in the area.

Our clients are engaged in providing essential services to customers, including food, prescriptions, and medical care. Even with the recent restrictions on work and travel outside of the home, our clients' stores, DCs and essential offices remain open during the COVID-19 outbreak to provide essential services and products to our communities.

The Telaid employee/vendor presenting this letter is providing services to these client locations that supports this effort. Their work is essential in supporting our community and providing essential goods and services during a state of emergency.

Thank you for your understanding.

Telaid Industries, Inc.