



COVID-19 Vendor Orientation

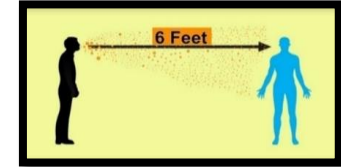


SOCIAL DISTANCING POLICY

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



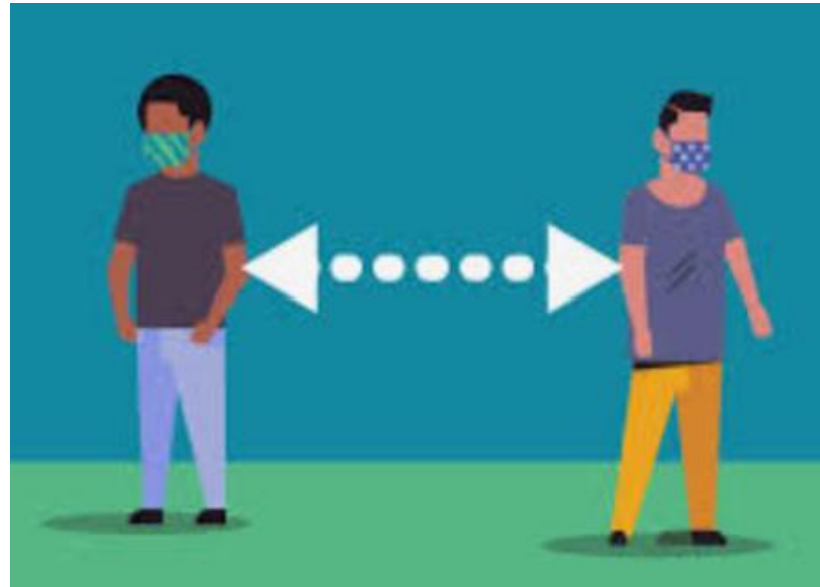
1. Do not enter the building if you have symptoms of COVID-19 or fever.
2. Please use a face covering over your nose and mouth, as recommended by CDC, to protect against community spread. (This is a requirement and no vendors will be admitted into a store or DC without a face covering. The location may 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



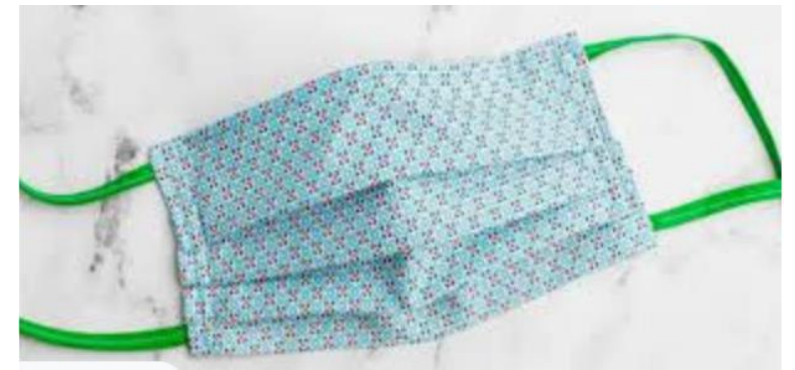
Personal Protective Equipment

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.

New External Antenna Install

V9 Rev 08.18.2020

This Project will consist of the technician installing a NEW LTE 12dbi Omni Directional Lite Saber Antenna by mounting it to a J-Pole that will be installed on the exterior wall of the building, so that the **antenna extends above the roof line.** The tech will also be grounding the antenna with the supplied materials included in the Antenna Kit. Please review the entire Scope and contact the Telaid Service Team with any questions. Telaid will support this effort by providing the following services listed below.

Tech Supplied Materials:

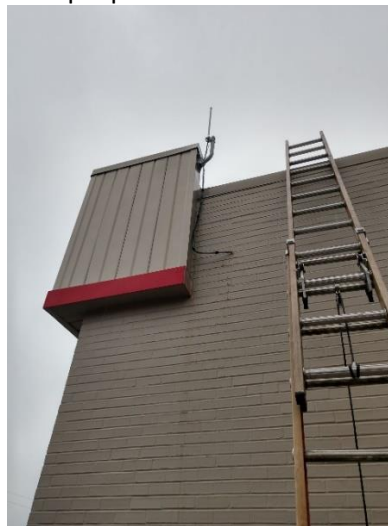
- Extension ladder tall enough to reach minimum 15ft. to mount exterior antenna
- Hammer Drill (DeWalt or Rigid) cordless
- Masonry 1" Drill bit at least 12" long to go thru wall & exterior brick.
- Wood 1" Drill bit at least 12" inches long to go thru wall and exterior wall.
- Metal 1" Drill bit at least 12" inches long in the event exterior wall is metal.
- **Weather-Rated CLEAR Silicone Caulk** to seal interior/exterior hole that the 30FT Cable feeds thru (foam sealant or colored caulk is not allowed)
- White or Black Velcro (wire ties or zip ties are not allowed)
- Tapcon Concrete Screws (¼ " X 1 ½ ") to mount J- Pole to building.

AAP Supplied Material:

- One Antenna Kit (see last page)

On Site Tasks:

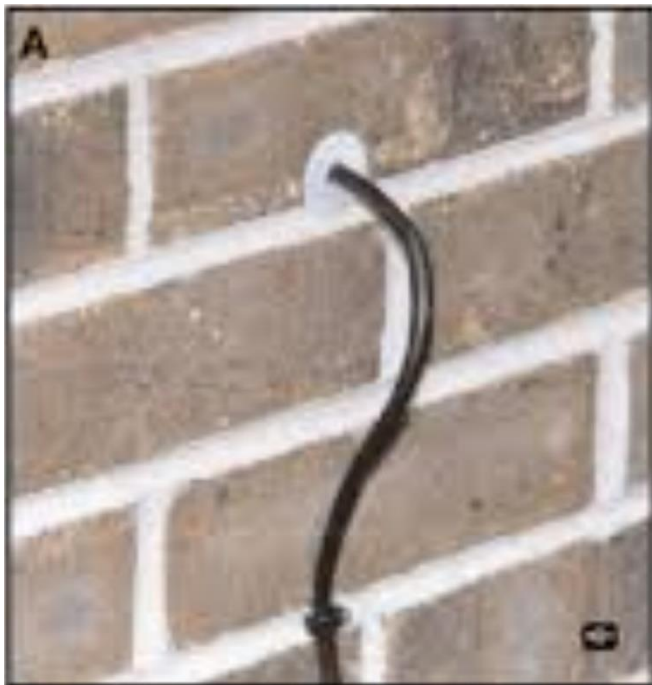
1. **Check in with Manager on Duty and retrieve the Antenna Kit shipped to site.**
2. Let the Manager know you are there to install a new exterior antenna that will be connected to the AT&T Equipment located in the Next Generation Store Network Rack. (NGSN).
3. **Please fill out the Bill of Materials (BOM) checklist (see last page) and send to the Telaid PM before starting work to confirm ALL materials arrived on site.**
4. The NGSN rack is usually located near the roll up door in the rear of the store. Let the manager know you will need access to go in and out from the rear of the building while performing the install. **FOLLOW THE MANAGERS INSTRUCTIONS** on doing so.
5. Mount the J pole on the exterior of the building **(Roof CANNOT be penetrated!)**. **Mount it as high up as possible so antenna is above the roof line.** Here are a couple of example pictures:



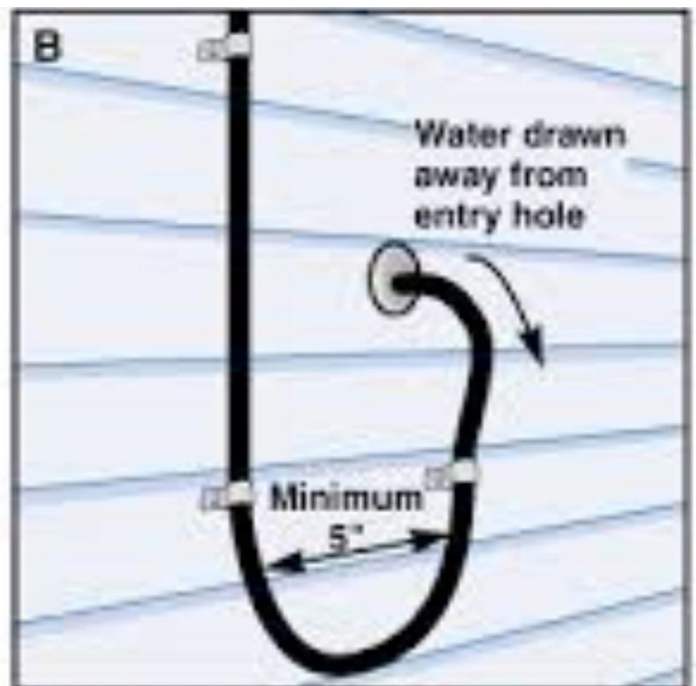
6. Install the new Omni Directional Lite Saber Antenna.
7. Connect the female end of the large 30ft cable (shipped in the Antenna Kit) to the male end of the new antenna.
8. Connect one end of the ground wire to the exterior Antenna Bracket; **connect the other end to one of these acceptable grounding points & cut off any excess wire:**
 - grounded bus bar (which is located on or near the backboard)
 - building steel
 - metallic electrical conduit
 - metallic cold-water pipe
9. Example ground wire pictures:



10. Create a drip loop with the large 30ft cable & ground wire before feeding them through the exterior hole by dropping down below the hole penetration by 4-6 inches then come back up and through the hole. The hole through thicker walls should be drilled at a slight angle upwards toward the inside so any water running down the cable will not run into the building.



Bending coax drop cable downward & attaching below feed-through bushing to draw water away from entry hole.



Bending cable downward into drip loop before attaching cable up from entry hole



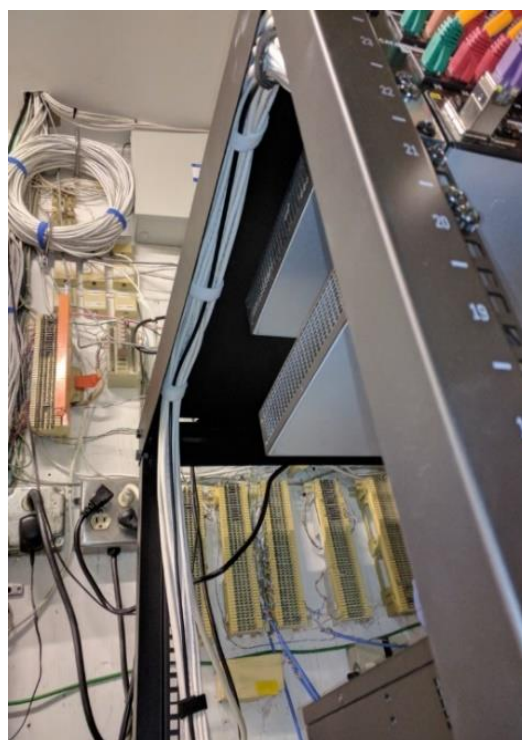
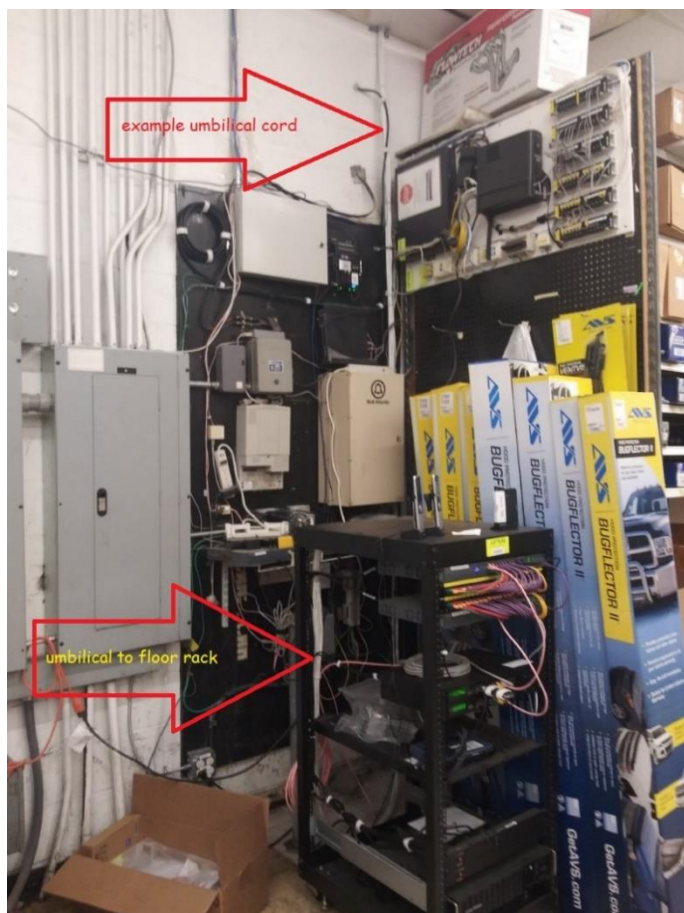
11. Using Tech Supplied Velcro secure the new cable and ground wire to the J- pole. **NO ZIP/TIE WRAPS Allowed.**
12. Drill a new hole from the interior wall as high as possible above the Telco backboard that is near the [NGSN] Next Generation Store Network floor rack through the exterior wall.
13. Insert the male end of the large cable through the exterior wall to the Telco Backboard.
14. Caulk exterior & interior holes using **CLEAR** weather-rated exterior silicone caulk (**foam sealant is not allowed**). The picture above shows acceptable drip loop and exterior hole sealed (clear sealant looks white when applied but dries clear). Below pic shows large 30ft. cable & ground wire feeding inside & hole sealed.



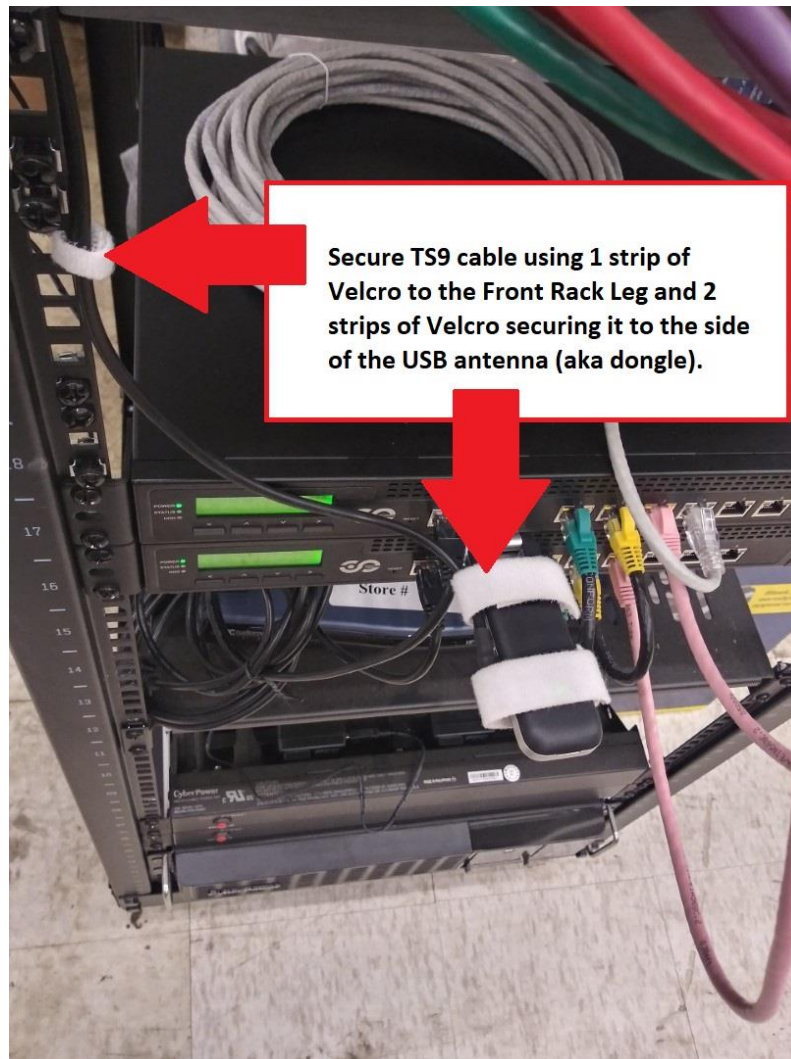
15. Above the telco backboard make a service loop from the remaining large cable.
16. Secure the service loop to the Telco backboard or block wall using Velcro. **NO ZIP/TIE WRAPS Allowed.**
17. Connect the smaller 30' cable (Female End) to the larger cable (MALE END) together WITHIN the service loop and secure the connection with Velcro (see pictures).



18. Run the smaller cable with the TS9 end down the backboard following the Cat 6 cable pathway to the NGSN floor rack. Add it to the existing CAT6 white cables that go from the backboard to the rack and make up the **umbilical cord**. **Please, no service loop at the rack.** Secure with extra Velcro where needed (see picture). **NO ZIP/TIE WRAPS Allowed.**



19. Route the small cable to the front side of the rack following the pathway of the umbilical cord and around the front side of the rack leg and secure it to the front left or front right rack leg with Velcro. **(We do not want the small cable running or hanging loose between the two front rack legs where Scuba Servers are mounted.)**
20. Connect the end of the small cable that has the TS9 connector to the AT&T USB antenna (it has 2 ports, either one is fine to connect to) located in the top Scuba Server mounted in the rack ([see picture below](#)).
21. Using **TWO** small strips of Velcro, secure the small cable to the side of the USB antenna so the TS9 connector cable is secure ([see picture below](#)).
22. Secure the small cable with Velcro to the underside of the rack with the umbilical cord ([see picture below](#)).



23. Deliverables:

Take a maximum of 10 pictures of the items listed below & either email them to the Telaidd PM or upload them immediately to this assignment for review & approval BEFORE leaving site:

- (1) Pic - the exterior antenna after it's been installed.
- (2) Pics - green ground wire connected at both ends.
- (1) Pic - the drip loop & silicone caulk to prove exterior hole is sealed.
- (1) Pic - of interior hole sealed with silicon caulk.
- (1) Pic - the single large & small cable service loop up near the entry/exit hole (or high above the backboard).
- (1) Pic - the connection between the large 30FT and small cables.
- (1) Pic - the small 30ft. antenna TS9 connection showing 2 velcro strips securing it to the USB antenna
- (1) Pic - the small cable velcroed to the front right or front left rack upright
- (1) Pic - stand back about 3 ft to get overview picture of entire cable routed down the wall & the front of the network rack

24. While pics are being reviewed, check the signal light on the back of the USB antenna. If it's yellow the signal is poor; if it's green the signal is good.

- call AT&T Global Services to test the cellular signal: +1-800-771-7965 (24/7).
- If for any reason you're unable to reach AT&T, trying calling Atlas UHD to test: 1+ 609-955-3034, 609-955-3054, 609-269-2704 or 201-335-4153.
- tell the person who answers the phone that you're calling from Advance Auto Parts & the Store #.
- ask him/her to test the backup cellular signal & to **provide you with the Received Signal Strength Indicator (RSSI) dBm**, as shown in these measurements:

RSSI	Signal Strength
> -70 dBm	Excellent
-70 dBm to -85 dBm	Good
-86 dBm to -100 dBm	Fair
< -100 dBm	Poor
-110 dBm	No signal







- Atlas HD can remote into the scuba server to test it, if necessary.

25. **Call the Telaidd PM for feedback/approval of pictures & provide the RSSI measurement.**

26. Obtain site manager signature on the work order & upload.

Item
Received
(Y/N)

ANTENNA KIT - BOM CHECKLIST

	CTCC4-30NM/NM	30 Foot (Large) Low Loss 400 Coax Cable N Male to N Male	
	CT19530TS0/NF	30 Foot (Small) Low Loss LMR-195 Coax Cable TS9 Right Angle Male to N Female	
	CT-HD-JPM	Heavy Duty Adjustable J-Pipe Mount w/ U Bolt Set	
	CT-GND-KIT-20	Ground Kit w/ 20 Foot #10 GA Wire, Clamps, Connectors	
	CT-12dBM12-NF	12dBi M1200 Omni Directional Fiberglass Cellular 3G-4G LTE AWS XLTE External Data M2M IoT Antenna NF	
	CT-XHD8dB1-NF	XHD 8dB Magnetic Mount 3G, 4G LTE Antenna w/1Foot N Female * (only used when swapping out an existing antenna)	

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	CT-XHD8dB1-NF	XHD 8dB Magnetic Mount 3G, 4G LTE Antenna w/1Foot N Female (only used when swapping out an existing antenna)

Part #
CTCC4-30NM/NM
CT19530TS0/NF
CT-HD-JPM
CT-GND-KIT-20
CT-12dBm12-NF
CT-XHD8dB1-NF

Advance Auto - LTE Antenna Kit BOM Checklist

Description
30 Foot (Large) Low Loss 400 Coax Cable N Male to N Male
30 Foot (Small) Low Loss LMR-195 Coax Cable TS9 Right Angle Male to N Female
Heavy Duty Adjustable J-Pipe Mount w/ U Bolt Set
Ground Kit w/ 20 Foot #10 GA Wire, Clamps, Connectors
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XHD 8dB Magnetic Mount 3G, 4G LTE Antenna w/1Foot N Female (only used when swapping out an existing anter

Onsite Technician Name:

BOM Checklist Reviewed by:

Item Received (Y/N)
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