



April 12, 2020

To all Vendors/Visitors to Sims Locations:

As of the end of March 2020 Sims began restricting access at all locations statewide. Currently, and until further notice, **no visitors** are being allowed access at any of our locations. Please know that Sims values both Visitors and Vendors who as partners help us maintain our business. However, in compliance with CDC and both federal and local governments we are working to adhere to all recommendations/requirements. We do this in the interest of protecting our employees, visitors and vendors etc.

Starting Monday, April 13th, 2020 Sims is requiring that all Vendor Partners adhere to our below PPE/COVID-19 requirements in order to gain access at our locations.

1. All vendors needing access to Sims locations must check in with the front gate and receive authorization.
2. PPE which includes both face coverings as well as work gloves are required at all times while on Sims properties.
 - a. If a vendor does not have the supplied PPE, a clean and prepackaged face mask shall be provided as well as gloves to be worn at all times while on Sims property.
 - b. The supplied gloves must be returned upon exiting the location.
3. All Vendors shall report directly to their usual drop off locations only.
4. No non-Sims persons shall wander the yard without an escort.
5. No non-Sims persons shall be permitted in any public restroom and/or lounge on Sims property.

We greatly appreciate your adherence to these requirements so together we can maintain compliance and protect all of us during this time.

Should you have any questions please email me directly at the below address.

Thank you all,

A handwritten signature in black ink, appearing to read 'Erika Sims'.

Erika Sims
Vice President Sims Crane & Equipment
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