



COVID-19 DEPARTMENT MODIFICATIONS - UPDATE

Warehouse

[Wednesday February 10, 2021] Under orders by the State of Texas and Harris County, (Warehouse) will be modifying hours, staff and certain services to the following:

- Warehouse will only be allowing one person per pick-up of order please use main entrance only.
- Facemask will be required for entry to the warehouse as well as Fastenal On-Site office.
- Social distancing will be required for all warehouse and customer pick-up of orders and transaction paperwork.
- All deliveries will be scheduled and left in a designated area in an effort to reduce the amount of contact and possible transmission between departments and employees.
- Emergency items will be sent to locations upon availability and Superintendent approval, please contact the warehouse if you have an emergency supply requirement.
- Warehouse offices will only be open to warehouse personnel or supervisors to discuss items/orders.
- It is encouraged to please place supply orders in advance of pick-up to allow less wait time.
- Gathering of work crews and employees will not be allowed in the main area of the warehouse or in the front parking area.
- Heavy material pick-up should be signed for by one person inside at window, and then further instructions will be given where to go inside main yard to load material.
- Use of carts to pull or build orders will be limited to sanitized carts and one per order.
- Used carts should be returned to main area for sanitizing.
- Any questions on part #'s or review of parts in stock, please call ahead, utilize the online catalog or inform a warehouse employee before going into stock area. Social distancing will still be required and only one technician in stock area.

*** Please remember these guidelines are for all of our safety during this time ***

These temporary changes are in effect until further notice by order of Harris County and the State of Texas.

Thank you for your cooperation and understanding during this time.

IF YOU HAVE ANY ADDITIONAL QUESTIONS OR CONCERNS, PLEASE CALL 713-475-7272