

STORE WALK:

- Arrive a minimum of 30 minutes prior to the shift to walk the sets with the Reset Coordinator, to ensure all schematics and equipment are available.
- Acquire and place schematics on registers for each Team Member to pick up. **Avoid physical hand-offs!**

EQUIPMENT HANDLING:

- Locate all equipment and lay it out for Team Members in a designated area, ensuring the team will not have to cross-over each other to get equipment.
Example: Place the equipment in a 6-wheeler or on a pallet on the aisle where it is needed, or with the corresponding schematic, when applicable.
- All equipment used in merchandising should be handled by the Team Member alone (usually completed by construction).
- All equipment that is damaged or unable to be moved alone will require the set be placed in clean-up and documented accordingly.
- All extra equipment must be palletized and shrink wrapped.

PULLING/TEMPING:

- This process varies by Division and could be two (2) separate tasks or executed at the same time.
- Each Team Member is required to pull and handle all items within their assigned set NIS, back stock, out of code and place it on a pallet, temporary roll cart, gondola or in the back room by their self in accordance with division protocols of product pulling and handling.
- Team Members must clean and disinfect the section according to division and client protocol.

SETTING PROCESS:

- Once the set is assigned, the Team Member owns that set.
REMEMBER: There will be no physical hand-offs of merchandise, equipment, schematics and carts/6-wheelers.

TEAM SETS:

- Team sets include chips, CSD beverage, ice cream, etc.
- Team Members should work from each side of set toward the middle.
 - Stop or complete your own section leaving 6-8 feet distancing in the middle. Complete your entire section including cleaning and tagging.

We move products to move businesses forward.



- Assigned person will complete middle section after other sections.
- Communicate with store FMC or Reset Coordinator to have tags laid out on the registers or designated area for each team member to pick up. No hand-offs.
 - Team Members are not to congregate around the FMC offices.
- Each team member is to tag their own section by themselves.
- All safety hazards are to be identified (5 W's)
 - Photographs should be sent to the Safety Team (Safety@tngretail.com).
 - Notify the store management of hazards and note who you notified (name title).

BACKROOM PROCEDURES/STORE CHECKOUT:

- Each team member is required to handle all NIS, back stock, and out of code items and place in the back room by their self in accordance with division protocols of handling.
- If a team member is using a cart or 6 wheeler, they should be the only team member to handle it. Their cart/6 wheeler is not to be used by another team member under any circumstances. The team member must ensure that the cart/6 wheeler is cleaned/disinfected properly before returning it to the backroom.
- Team members are required to clean their assigned work area(s) prior to checkout.
 - Remember to wipe the computer and stylus after each use.
- Prior to the team member's sign-out. The team lead will ensure that all workspaces and equipment are cleaned and disinfected to division and Client Store protocols.
- Leads need to ensure the team store checkout processes are followed in accordance with this policy and the division policy.

Should you have any questions and/or concerns regarding the content of this protocol, please contact your Safety Department at safety@tngretail.com or 925.443.4191 x5.