

CORONAVIRUS UPDATE

CSG values the safety of our employees, customers, and community. Effective immediately, CSG will be implementing additional precautionary measures in our locations to encourage social distancing. These methods will continue to support our customer needs while reducing contact between Customers/Staff/Drivers to best contain spread of COVID-19.

New Ordering and Pick Up Process

We are requesting absolutely **NO ENTRY INTO OUR FACILITIES.**

DOORS ARE LOCKED, BUT WE ARE ABLE TO TAKE YOUR ORDER!

1. Call/Email/Online Order (where applicable)

- a. Call from your vehicle in the parking lot or in advance. We will take your vehicle description.
- b. Orders will be loaded while you remain in your vehicle or placed outside and staged for you to load. Please follow staff instructions.
- c. Paperwork will be sent electronically via photo message/text or email

2. Social Distancing

- a. In order to protect our staff and you, our doors will remain locked. All orders need to be handled as noted above.

3. Freight/Vendor Deliveries

- a. Driver is to stay in vehicle and phone when ready for unloading
- b. Branch will advise of unloading location
- c. Staff will unload truck
- d. Material will be unloaded without any contact

4. Vendors

- a. No Vendor visits allowed – NO EXCEPTIONS
- b. Please email or call to conduct business

**CURBSIDE SERVICE
READY TO SERVE
OPEN FOR BUSINESS**

We value your health and well-being, and greatly appreciate your business.