
From: Curtis Blanton
Sent: Monday, March 23, 2020 9:34 PM
Subject: Important Company COVID-19 Update - 3.23.20

BLANTON ALLRED, INC.

Dear Team Members,

I understand that these circumstances we face today are unsettling. The leadership and I of both divisions are committed to providing the guidance that we can. As some things are starting to become clear, a lot remains uncertain. We want you to feel encouraged that we are continuing to stay ahead of information and remind you that we are all in this together. Our decisions will be guided by FACTS. Staying informed of the facts published by the CDC can help all to minimize those fears and these very facts have guided us to realize we will overcome these trials.

We are committed to do our part in slowing the spread of this virus and doing our jobs in a way that is safe, innovative, and responsible. Our workplaces remain safe and clean and we are continually staying up to date with the latest information from the CDC.

Many of you are affected in different ways and we remain flexible to accommodate your needs during this time. Most schools are out, there are community directives, and some have the need to take care of a family member and we understand these needs. Additionally, there is a lot of information out there, and I realize that it can be confusing. We have set up some resources to assist in navigating through the information and I would like to provide some additional direction.

Here is what we the company is currently doing:

- We have a task force dedicated to the changing situation so that we can provide updated policies and guidelines to help you get through COVID-19.

- Websites are being updated with the most up-to-date information from both DCO and the CDC.
- Current info is being maintained at <https://www.dcof.com/covid19/>

Effective Immediately:

- **If your job does not require that you be present at the office, and you are able to work from home, please work from home until further notice. Coordinate with your supervisor for approval and to determine a teleworking plan.**
- **All showrooms will close to the public**
- **Field personnel should report to designated job sites and QC assignments only if there is a specific purpose.**
- For those whose job functions require you to be present, strictly adhere to the following rules:
 - Adhere to diligent hygiene routines – hand washing, disinfecting regularly used items like phones and computer equipment, covering sneezes and coughs, washing hands afterwards, etc.
 - Keep desks and workstations separated
 - Practice social distancing where possible
 - No visitors to offices.
 - In the field, follow the guidelines published by OSHA regarding COVID-19
 - In an enclosed office, limit to one person per office

Our offices and warehouses are open as are the majority of job sites. We have taken the necessary steps to clean and sanitize every location above and beyond what is required, so we are confident we have provided a clean and safe working environment. **REMEMBER, IF YOU DO NOT FEEL WELL, PLEASE STAY HOME.**

If you have any questions, concerns, or simply would like guidance regarding this announcement, please reach out to your supervisor or contact hr@dcof.com or hr@daltoncarpetone.com. And as always, should you have any personal life or work-related concerns or questions about your benefits, you can reach out to the ADP MyLife Advisor via 844-448-0325 or mylifeadvisor@adp.com.

We will continue to keep you updated.



Curtis Blanton

CEO, Blanton Allred, Inc.

