



DCO Opening and Policy Updates

We are excited to offer an update on the plan to open our office space. The health and wellbeing of our employees is always our top priority. We want all employees to have the resources, flexibility and support they need, to feel comfortable coming back into a healthy work environment.

As many of you know, Phase 1 opening has already taken place with the opening of the Athens Showroom to the public.

While we are taking every precaution ensuring our offices are as healthy as possible and ready for employees to return, we recognize the challenges

ahead. These are opportunities for us to be innovative and continue to adapt to the changing world around us. These guidelines will continue to pivot and change as the situation with COVID-19 develops. These will act as a foundation for guidelines to come when the offices are ready for all employees to return. With this in mind please review the below guidance for Phase 2.

Phase 2: DCO Re-Opening

Keep Calm and Carry On

The guidelines below will be subject to manager discretion in order to keep our work place flexible.

- 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.
- This situation is very fluid, further office re-opening updates will be released after June 1st.
- Field personal should continue to report to only their designated jobsites.
- If you are working in the office currently please follow the below:
 - Keep it clean- Hand washing, disinfecting regular used items, and properly covering sneezes and coughs goes a long way
 - Keep the distance- Workstations should be separated and all employees are expected to practice social distancing (>6 ft)
 - Keep it small- Limit one person per office. All non-critical meetings should continue to be remote when possible.
 - Keep it covered- Although not mandatory, we highly encourage all employees to wear a mask and follow CDC guidelines.

- Keep it simple- Use your best judgment to keep yourself and others healthy. If you feel sick, stay home!

We strive to help all employees succeed during this unusual and trying time. If you have concerns about your work environment, please reach out to your manager.

Be Innovative, Stay Safe, Work Hard

What to expect in the office

- Deliver services remotely, whenever possible
- Find other ways to say hello! Avoid handshaking and other unnecessary person-to-person contact
- Work conditions should promote social distancing (>6ft)
- Provide alternate points of sale. Offer curbside pick up or delivery of samples or products
- All non-essential meetings must be held remotely
- Additional scheduled office cleaning and maintenance
- Hand sanitizing stations
- Workstation disinfectant
- DCO provided mask

CDC: [Use Cloth Face Coverings to Help Slow the Spread of COVID-19](#)

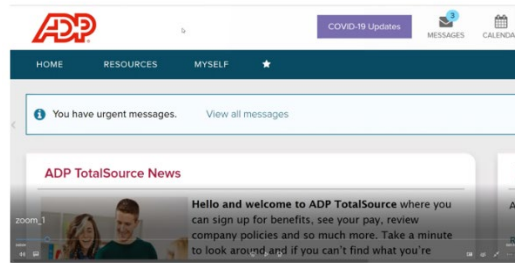
CDC: [How to Protect Yourself and Others](#)

New Policies

These policies are available in ADP and PDF's below. All employees need to login to ADP to complete the policy acknowledgement found in their ADP messages.



Click to login to ADP



*Click for video instructions on
ADP Policy Acknowledgment*

[Telecommuting Policy \(PDF\)](#)

[Cell Phone Policy \(PDF\)](#)

[Full Employee Reopening Plan PPT \(PDF\)](#)

[DCO COVID-19 News](#)