

**DALTON**  
**CARPET ONE**  **FLOOR & HOME**

 **DCO**  
**COMMERCIAL FLOORS**

**DCO**   
**COMMERCIAL WINDOW TREATMENTS**

**PHASE 2: REOPEN PLAN**

# YOUR WELLNESS MATTERS

## Per the Company update on March 23:

- 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.
- 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
    - o Practice social distancing where possible
    - o No visitors to offices.
    - o 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 AND SEEK MEDICAL ATTENTION.

## SHOWROOM HOURS

**THE ONLY DIFFERENCE NOW IS WE HAVE LIMITED SHOWROOM HOURS WITH A MAX CAPACITY OF 10 PEOPLE**

- All other rules apply

# YOUR WELLNESS MATTERS

- **You have the right to refuse someone who is showing symptoms**
  - Postpone the appointment or request it be done virtually
  - Signs are posted on each location's entrance asking those who show symptoms to please not enter
- **We highly encourage you to wear a mask**
  - DCO has provided paper and cloth masks for those who are customer-facing
  - If you cannot distance yourself, then a mask is required
  - Throughout the Battery, including SPACES, a mask is required

# YOUR WELLNESS MATTERS

- Please review the webpage dedicated to keeping you updated: <https://www.dcof.com/covid19/>
- [CDC Guidelines](#)
  - Contact your supervisor if you have encounter someone with COVID-19 or have these symptoms:
    - Cough
    - Shortness of breath or difficulty breathing
    - Fever + Chills
    - New loss of taste

# OFFICE GUIDELINES

- Everyone must always remain at a safe distance of 6ft+
  - Wearing a face covering is not a substitute for maintaining 6-foot social distancing and hand washing, as these remain important steps to slowing the spread of the virus
- No more than 10 individuals in a showroom at a time
  - Team Captain will be tasked with keeping count and setting appointments for overflow/walk-ins
  - Each designer is responsible for keeping track of the party count in the calendar in Teams (Dalton Carpet One Team)
  - Please book the space/design table you will use as well within the same calendar

# GUIDELINES FOR BUSINESSES

1. Deliver intangible services remotely, whenever possible
2. Workers are discouraged from using other workers' phones, desks, offices, or other work tools and equipment
3. Handshaking and other unnecessary person-to-person contact in the workplace is prohibited
4. Social Distancing of non-cohabitating persons while present on company property is enforced
5. Provide alternative points of sale outside of buildings, including curbside pick-up or delivery of products and/or services if an alternative point of sale is permitted under Georgia law
6. Open sales registers must be at least six (6) feet apart
7. Point of sale equipment should be frequently cleaned and sanitized
8. Gatherings and meetings of workers during working hours is prohibited

# TEXAS GUIDELINES

The mayor of Austin has extended the stay at home order until June 15<sup>th</sup>

- Austin has chosen to stay closed except for essential activities
- All persons over the age of ten must wear some form of covering over their nose and mouth, such as a homemade mask, scarf, bandana or handkerchief. This includes when entering a business.
- Please refer to the [Austin Stay at Home Order](#) webpage for more information



## POLICIES IN PLACE

A **Telecommuting Policy** is available in ADP where you need to acknowledge it. You can also find a copy of it [here](#).

A **Cell Phone Policy** has also been implemented. It needs to be acknowledged within ADP and can be viewed [here](#).

# TIPS FOR EMPLOYEES WHO TELECOMMUTE

- **Maintain your morning routine.** Just because you're not going into an office doesn't mean you should skip the things that ordinarily set you up for success. Wake at the same time and continue the routine that works for you.
- **Repurpose commute time for self-care.** The average American commute is almost 27 minutes each way. Don't let this reclaimed time go to waste. If reading, meditating, journaling or practicing yoga aren't currently part of your routine, now is a great time to try them out.
- **Dress for success.** Just because you can get away with wearing your PJs doesn't mean you should. You may still be interfacing with colleagues, partners, or customers via video. Plus, dressing comfortably yet professionally helps get you in the right mindset to stay productive.
- **Focus on nutrition.** Maintain focus and energy by avoiding foods with sugars, artificial ingredients, or empty calories.
- **Designate a dedicated workspace.** Find an environment that fosters productivity. It should be quiet, comfortable, and free of distractions - and different from where you usually eat or relax.
- **Take time to go outside.** Taking breaks is great for your focus and well-being. Recharge by walking around the block or stepping outside on a patio or balcony.
- **Conduct as many video meetings as possible.** Face-to-face interaction doesn't have to be a casualty of remote work. Conduct daily stand-ups or team meetings via video conferencing software to maintain that personal connection.

## JUNE 1 EVALUATION

The reopening process is fluid and will take place in separate phases. This phase will be evaluated by the appointed COVID-19 Task Force **by June 1<sup>st</sup>**. We welcome any feedback.

# FAQS

What updated safety measures have we implemented related to the COVID-19 pandemic?

- Training: **Employee portal website outlining proper procedures for a safe workplace and dedicated company training manager**
- Additions to safety manual, new procedures, and methods of enforcing can be outlined [here](#).

Have you had any personnel impact that change your company's operations going forward? **No.**

# FAQS

Which projects from our WIP have shut down? **Multiple projects in various states outside of Georgia. Very little disruption in Georgia.**

- Are we retaining staff and labor during these shutdowns? **Yes**
- Do we anticipate any staff or labor challenges when starting back up? **No**
- What are the re-start-up scenarios that will put the most strain on our business and how are we preparing for that? **No issues with start-up. We anticipate project starts being delayed and the possibility of multiple projects coming back online within the same time period along with new starts. We already implemented a plan for growth and have increased our operations staff by 30% over that last 6 months which has us positioned for an increased workload . We have strong subcontractor partnerships and access to an extensive labor force that can accommodate any increase in production.**

# FAQS

Have we experienced any supply chain delays so far? **Yes, several.**

- What do we anticipate in the next few months? **We anticipate delays to continue over the next few months. As factories come back online, they will struggle to catch up with production that was already maxed out before the shutdown.**
- What potential cost escalations do we foresee in your supply chain? **Minimal**
- What is our Plan B should issues occur with our supply chain? **In our industry, there are many suppliers making similar products. There are many Plan B's, C's, D's, etc.**

Have we pursued any of the loans offered through the COVID-19 relief bill such as the Payment Protection Plan (PPP)? If so, what amount do we apply for? **Yes, \$2.9M**