

DALTON
CARPET ONE  **FLOOR & HOME**

 **DCO**
COMMERCIAL FLOORS

DCO 
COMMERCIAL WINDOW TREATMENTS

PHASE I: REOPEN PLAN

REOPENING PLAN

Due to COVID-19, we entered a Shelter-in-Place Order, which forced us to close our showrooms. Many employees began working from home during this time. A **Working Remotely Policy** is in the works and will be shared soon by the HR Team upon completion.

The reopening process is fluid and will take place in separate phases. Each phase will be evaluated by the appointed COVID-19 Task Force. For Phase I of reopening our showrooms, everything will stay the same as it's been for the past few weeks except for opening the showrooms with limited hours and staff. Employees are welcome to continue working remotely through this phase.

SHOWROOM HOURS

Appointment Only

- Monday – Friday until 2 pm
- Saturday until 5 pm

Open to the Public: Athens

- Monday – Friday 2 – 7 pm

Open to the Public: Lake Oconee

- Monday – Friday 2 – 5 pm

STAFFING THE SHOWROOM

Appointment Only Hours (Mon – Fri until 2 pm + Sat until 5 pm)

Retail staff is split into teams:

- Team #1: Caty, Robert, Becky, Callie
- Team #2: Keri, Vanessa, Melanie, Suzanne B.
- Lake Oconee: Jamme, April
- Design Group: Suzanne T., Rosemary, Lindsay, Candace

Open to the Public Hours (Mon – Fri , 2 – 5/7pm)

SHOWROOM GUIDELINES

- Everyone must always remain at a safe distance of 6ft+
- 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

KEEP IT CLEAN!

- Sanitization Station available with hand sanitizer, gloves, and face covers for customers
- There will be a designated waiting area for overflow/walk-ins with refreshments
- Each showroom will be cleaned/sanitized daily with HealthinEx at 9-10 am and 2-3 pm

YOUR WELLNESS MATTERS

- **You have the right to refuse someone who is showing symptoms**
 - Postpone the appointment or request that it be done virtually
- We highly encourage you to wear a mask
 - DCO will have some available for employees the week of May 4
- [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