



DCO Showroom and Office Updates

As Curtis announced in his video message, Phase 3 will include changes in the showroom hours. Access to our office spaces will continue to remain restricted. These guidelines are in effect today and will remain in effect until further notice. Updates can be expected after August 1st.

The guidelines below will act as a foundation for when the offices are ready for all employees to return. Speak with your manager about any needs.

Phase 3 Guidelines: Offices

This is not all inclusive and does not include every scenario.

- If you are able to fulfill all of your job responsibilities from home, please continue to work remotely. Work with you manager to reduce working time in the office.
- We highly encouraged all employees to wear a face mask. DCO will provide a face mask if needed.
- Stay at least 6 feet apart from other people at all times.
- Limit 1 person to an office.
- No office visitors.
- Do not share workstation equipment including keyboard, mouse, pens, etc
- Use designated points of exit and entry.
- Regularly clean and sanitize workstations.
- Sanitize common areas after each use. Ie. Breakrooms, coffee stations, etc.
- Utilize cleaning and/or hand washing stations within the work area frequently.
- Avoid un-necessary person to person contact
- All non-essential meetings must be held virtually and employees should not gather in groups.
- Deliver services remotely, whenever possible. Including providing alternate points of sale and offering curbside pick up or delivery of samples.

We strive to help everyone succeed. If you have concerns, please reach out to your manager.

DCO Showroom Hours and Capacity

Beginning June 15th, 2020

Lake Oconee

Mon-Sat 10AM-5PM (Max 20 ppl)

Athens

Mon-Sat 10AM-6PM (Max 25 ppl)