

## A Message from DEsigned Glass Inc

Our Employees are committed to following all the best practices to provide a safe working environment. As we work through Covid-19 virus, DEsigned Glass wants to make sure that we are taking necessary steps to keep everyone safe. We will be following the recommendation from the Center of Disease Control for keeping the workplace safe. For information you can visit

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

### Keeping the workplace safe Encourage your employees to...

#### Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and schedule regular hand washing reminders by email
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

#### Be careful with meetings and travel



- Use videoconferencing for meetings when possible
- When not possible, hold meetings in open, well-ventilated spaces
- Consider adjusting or postponing large meetings or gatherings
- Assess the risks of business travel

#### Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

#### Stay home if...



- They are feeling sick
- They have a sick family member in their home

### What every American and community can do now to decrease the spread of the coronavirus

As part of our protocol we will be contacting our in-home appointments with exception of “New Builds” the day before to confirm that no one is feeling ill in the residence. Any employee will hand sanitize before and after the in-home appointment. We will maintain a healthy environment in the showroom.

Thank you for your understanding,

David and Erica Drill

DEsigned Glass Inc