



VII. Non-Essential Business Travel

Non-essential business travel is on a case by case review and must be approved by management. All safety and mitigation measures continue in place during this time.

VIII. Client Site Visits and Protocol

DBI will continue on an ongoing basis to provide all Installation, delivery drivers and distribution center employees with the following items daily:

- Sanitizer wipes.
- Daily sanitizing of the trucks and distributions center.
- Face Masks.
- First Aid Kits.
- Latex/Synthetic gloves.
- Goggles.
- Booties/shoe covers (if customer requires).
- Thermometers for daily temperature checks.
- Clear direction pertaining to specific site conditions that the installers need to be made aware of.
- Ongoing and continual training/communication for providing updates on how to work safely while Installing at a customer site.

Additionally, those employees conducting site visits to client locations must adhere to the customers mitigation and safety policy as well as DBI's.

This is not an exhaustive list. As we see the need to provide additional items for the safety and wellbeing of our employees we will do so. Continue to remember to wash your hands for 20 seconds throughout the day. Avoid touching your eyes, nose and mouth and stay home if you are sick or experiencing any symptoms.

Wash
your
hands

