



INFORMATION FOR DFS EMPLOYEES REGARDING COVID-19/CORONAVIRUS

Dear DFS Community,

I want to take a moment during this crazy and very unusual time to express my sincere thanks to each one of you fighting the fight to keep our facilities, customers, cities and states protected against this invisible enemy known as COVID19. We recognize the important role we play in this fight, and the safety and well-being of our employees is always our priority. You are **THE MOST IMPORTANT** link in stopping the spread of the virus. You are true **First Responders** and that is a role you should be very proud of as the world counts on us each day. We are actively monitoring the COVID-19/Coronavirus situation daily and taking steps to help keep our employees safe.

Protecting our employees and customers

As our employees interact within our facilities, around customers and the general public, we have taken the following steps to limit exposure to the virus:

- We are asking and REMINDING our sites to implement social distancing protocols to ensure our employees have space while at work in breakrooms, storage spaces and at time clocks;
- We have implemented "mandatory" hand washing every 30 mins while at work;
- We have implemented mandatory glove wearing while at work; though these have always been and should always be a part of your uniform as a custodian, this is extended to ALL EMPLOYEES AT WORK (custodians, dispatchers, admins, supervisors, managers, etc. are all included);
- Where available, we are allowing employees to punch-in and punch-out via their own personal device should they wish;
- We have provided each facility with the appropriate levels of PPE as directed by the CDC for the type of cleaning required of, or asked of DFS, at each facility;
- We have limited the size of meetings and shift briefings and we continue to reinforce safe behavior in every environment;
- We have partnered with manufacturers to source as many sanitizers and protective supplies as possible and we are prioritizing distribution to our customer-facing locations.

Additionally, we have protocols in place that activate closures, disinfection and appropriate quarantine procedures based on recommendations by government and health agencies.





Assisting our employees

We are in continuous communication with our employees reminding them about the importance of good hygiene, providing them with health education and support whenever needed. Employees who feel ill are told to not report to work and we have specific quarantine and communication procedures in place should an employee be diagnosed with COVID-19 or is asked to self-isolate by a public health authority.

What we ask of you

We are taking every precaution to ensure the safety and health of our employees and communities, but we need your help. Communicate to your manager any ideas that you feel will better protect yourself and your facility. Please participate fully in our guidelines to prevent the spread and protect yourself from the virus. And if you are experiencing flu-like symptoms and/or have a scheduled appointment, please let your manager know so that we can discuss options with you to ensure our collective well-being.

As always, THANK YOU for what you do and for your continued trust as we manage this time together. Your commitment and dedication to this fight does not go unnoticed and is appreciated beyond words.

Mark Wright, President/CEO
Diverse Facility Solutions

