



May 1, 2020

Memo

From: Geoff Selby

To: DDI Customers and Employees

RE: COVID-19 Plan

The health and safety of the DDI team is of primary importance to our company. To protect our health while we are in the facility, during the COVID-19 pandemic, we will take the following steps that we hope will minimally affect our customers while keeping our team safe:

- Modify our working hours to ensure that we can meet customer demand while minimizing the time we are requiring employees to be on-site. We will work from home where possible.
- Allow only DDI staff into our building. We request that all product for repair be shipped to us using UPS, FedEx, USPS, or SpeedDee.
- Ship all completed orders to customers. Will Call pick up will not be allowed during this time.
- Maintain a socially distanced workplace. Employee work stations are currently set up to be greater than 6 feet from each other.
- Require employees to use provided cleaners to clean/sanitize the area used for eating and food prep.
- Perform daily sanitizing of common areas (bathrooms, break room, main entryway).
- Provide masks for employees to use. The use of the masks is encouraged, and using them will help prevent the spread of the virus.
- Continue our policy of not counting sick time against employee PTO. If employees are sick, or a family member is sick, they are required to stay home.

Please contact us at 1-800-766-4243 or sales@ddinstruments.com with any questions. We thank you for your understanding and support during these difficult times.

Geoff Selby
President