

DAS Covid 19 Policy Statement

Since the start of the Covid pandemic, and the ensuing lockdown, all members of the DAS team have remained fully employed with no-one being furloughed. Everyone has been working from home to provide a full service to our customers wherever possible, but with careful consideration in light of the obvious limitations.

As and when government guidelines allow and advise we will invite, not insist, employees to return to work. This document sets out the controls and measures that we will be deploying at that point in time.

The safety and wellbeing of all employees has been and remains our No.1 priority at all times.

Business Continuity

- All members of the DAS team that can work from home will continue to do so until official government guidelines advise otherwise. Our London Angel Gate and New York showrooms remain closed until further notice. Our administration/operations centre in Saffron Walden and our warehouse facilities are open to DAS staff. Visitors are welcomed by appointment only and in strict accordance with the guidelines set out in this document.
- Our factories and suppliers have remained open throughout the crisis but on a limited production schedule with the aim to get back into full production as soon as possible.
- All internal & client meetings are being carried out via platforms such as Zoom and Teams. This method of communication will continue to be used even when we start to work in our office again and will be reviewed over time.

Return to Work

- DAS office-based employees will be making a phased return to our offices/showroom as and when Government guidelines are advised and are permissible. We will ensure that all staff are fully conversant with and understand the new guidelines prior to entering any facility.
- DAS staff will be advised not to use any forms of public transport for reaching their place of work until further notice. Those that are able to drive, cycle or walk to work will be able to return to the office when advised by the government and sanctioned by the DAS Board of Directors.

DAS Showroom visits and Protocol

- Our London and New York showrooms will operate on an appointment only basis. Until further notice we regret that we will not be able to offer any refreshments to our visitors.

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- DAS offices, showrooms and warehouse will have internal hand sanitizing stations and signage with instructions for use which all staff and visitors must adhere to on entry and exit of the building.
- Each member of staff will have an allocated desk to work at which will be used by nobody else and cleaned with anti-bacterial wipes after use each day. In cases where staff sit across from each other, acrylic screen will be used to give them further protection.
- A one-way system will be used to move around the Angel Gate showroom and Saffron Walden office. Signage will be clearly visible to instruct visitors.
- If face-to-face meetings are required internally or externally DAS staff will not shake hands and will remain at the advised two metre distance of the people they are meeting with.

Cleaning and Personal Hygiene

- External & internal door handles and communal hard surfaces will be wiped down twice daily with 70% alcohol wipes. This will also be done immediately after any visitor has left any of our buildings.
- Staff members will be required to carry out regular hand washing with soap and water for 20 seconds when in the office and/or showrooms.
- There will be a designated visitor toilet on each site and designated staff toilet(s), where possible. All toilets have no-touch PIR light sensors. Anti-bacterial wipes will be stocked in all toilets and users will be instructed to clean the toilet and the door handle after each use.

Warehousing/Deliveries

- Goods delivered to our warehouse must be taken in via the shutter and placed in the 'Goods In' holding area for processing. Goods may be quarantined for 24hrs. Disposable rubber gloves will be used when taking goods in and hands are to be washed afterwards.
- Deliveries to the London showroom & Saffron Walden office are to be signed for by the delivery driver with the authorisation of the recipient. All items delivered are to be wiped down with anti-bacterial wipes before they enter the main office and hands are to be washed by the recipient after handling.
- DAS Delivery & Installation personnel should wear Personal Protection Equipment, where required on site, when working in close proximity to another team member at the warehouse and when loading a collection vehicle. PPE includes:

- Gloves BM Polyco - Black Polyurethane Coated so that you can wipe the fingers and palms with antibacterial wipes, or
 - Disposable rubber gloves – Latex free
 - Light eye protection or face shield
 - High-visibility vest
 - Mask
- All DAS vehicles will be stocked with hand sanitizer and bacterial wipes. Steering wheel, arm rests, handles and grab rails should all be wiped down after each use.
 - At our warehouse facilities social distancing of 2m must be adhered to wherever possible, where there are assembly activities which require two pairs of hands and in close proximity of each other. Care should be taken and PPE worn if necessary.
 - Deliveries and installations by DAS must follow the on site guidelines for social distancing, access and hygiene when making deliveries and installations.

General Requirements

- Members of the DAS team visiting the premises of clients or suppliers will observe the DAS policy as a minimum and will fully comply with the individual specific requirements of the particular location they are at.
- Any member of the DAS team or subcontract staff that exhibit symptoms of Covid 19, or any other illness, will be asked to stay away from any DAS premises and self-isolate for a minimum of 7 days (14 days if a member of their family or who they co-habit with show symptoms).
- There will be no UK or international travel for any member of the DAS team until further notice and only then by approval at Board level.
- This policy will be updated in-line with Government guidelines which are being followed closely and adhered to at all times.
- It remains our first priority to ensure that no member of DAS staff will be put at any potential risk during the course of their work



John Hedges

Chief Executive Officer

26.05.2020

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