



DTiQ COVID-19 Policy for Servicing Customer Stores and Restaurants

To all DTiQ Staff, Partners, and Personnel Visiting our Customers
Locations

March 10, 2020

See Enclosed for:

- I. General Background
- II. DTiQ General Policy
- III. DTiQ Policy – Visiting and Working In Customer Stores and
Restaurants

Our job is to keep our employees, our customers, and our partners safe
and healthy. Please submit questions on this policy to HR@dtiq.com

General Background on COVID-19

¹How COVID-19 Spreads

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.

These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Can someone spread the virus without being sick?

- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

Spread from contact with infected surfaces or objects

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

How easily the virus spreads

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious (spread easily), like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, spreading continually without stopping.

- **If you are sick stay home:**
 - Check yourself for symptoms of acute respiratory illness before starting travel and notify your supervisor and stay home if you are sick.
 - The following symptoms may appear **2-14 days after exposure**.*

¹ Center for Disease Control and Prevention

- Fever
- Cough
- Shortness of breath
- Do not come to work until you are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

DTiQ Policy

Clean and sanitize:

- Clean your hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash your hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Ensure you have an adequate supply of hand sanitizers and disinfectant wipes with you while you are traveling. Place hand rubs in multiple locations in your travel bags, vehicles and computer bag etc.
- To help stop the spread of germs:
 - Cover your mouth and nose with a tissue when you cough or sneeze.
 - Put your used tissue in a waste basket.
 - If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Remember to wash your hands after coughing or sneezing:
 - Keeping hands clean through improved hand hygiene is one of the most important steps we can take to avoid getting sick and spreading germs to others. Many diseases and conditions are spread by not washing hands with soap and clean, running water.
- Perform routine environmental cleaning:
 - Use disposable wipes to routinely clean all frequently touched surfaces in the workplace, such as workstations, laptop and travel bags, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - If you become sick while traveling or on temporary assignment notify your supervisor and promptly call a healthcare provider for advice if needed.

- If outside the United States, an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services.
 - If you are well but have a sick family member at home with COVID-19 you should notify your supervisor and refer to CDC guidance for how to conduct a risk assessment for your potential exposure.
- **Business Travel - Airlines**
 - Because of how air circulates and is filtered on airplanes, most viruses and other germs do not spread easily on airplanes. Although the risk of infection on an airplane is low, travelers should try to avoid contact with sick passengers and wash their hands often with soap and water for at least 20 seconds or use hand sanitizer that contain 60%–95% alcohol.
 - CDC does not recommend travelers wear facemasks to protect themselves from COVID-19. You may choose to wear a mask, but it is more important that you take these steps.
 - Avoid close contact with people who are sick.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Stay home when you are sick.
 - Clean and disinfect frequently touched objects and surfaces using a regular household cleaning product.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.

Stay home for 14 days and DO NOT visit a customer location:

- From the time you or a family member left an area with widespread, ongoing community spread ([Level 3 Travel Health Notice countries](#))
- If you have been notified that you are a PUI (Person Under Investigation – see below) or have been in personal contact with a Presumptive Positive Case

What is a “Person Under Investigation (PUI)?

A PUI for COVID-19 is someone who met the [Centers for Disease Control \(CDC\) risk assessment criteria](#) for testing and they were tested. The person immediately enters quarantine until results of the testing are available. This includes persons who have

traveled to specific countries detailed in the [CDC Travel Health Alert](#). One of the most important messages for us to remember is that someone's nationality alone is not a risk factor for COVID-19.

What is a “Presumptive Positive Case?”

A Presumptive Positive Case of COVID-19 is someone who met the [Centers for Disease Control \(CDC\) risk assessment criteria](#) for testing and their test came back from the state laboratory as positive for COVID-19. The person then isolates at home and household and other close contacts may be subsequently tested.

In the case of the above, take these steps to monitor your health and practice social distancing:

1. Take your temperature with a thermometer two times a day and monitor for fever. Also watch for cough or trouble breathing.
2. Stay home and avoid contact with others. Do not go to work for this 14-day period. Discuss your work situation with your employer before returning to work.
3. Do not take public transportation, taxis, or ride-shares during the time you are practicing social distancing.
4. Avoid crowded places (such as shopping centers and movie theaters) and limit your activities in public.
5. Keep your distance from others (about 6 feet or 2 meters).

Countries that have a current Level 3 Travel Health Notice (widespread, ongoing transmission) as of March 9, 2020:

- China (Level 3 Travel Health Notice)
 - More information for Travelers from China arriving in the United States
- Iran (Level 3 Travel Health Notice)
- Italy (Level 3 Travel Health Notice)
- South Korea (Level 3 Travel Health Notice)

DTiQ Policy - Visiting and Working in Customer Stores and Restaurants

'Wash-in and wash-out' of our customers stores and restaurants

Our customers store and restaurant employees are forward facing to the general public. We need to do our part and be careful to not play a role in spreading germs in their work environment.

- Clean your hands prior to starting your work with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash your hands with soap and water for at least 20 seconds.
 - If available, take advantage of washroom facilities that may be located on the premises or in the area – mall, outlet center, airport terminal etc.
- If spending an hour or more in the location take extra precaution to clean and sanitize your hands and the work area while you are conducting your work.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze.
 - Put your used tissue in a waste basket.
 - If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- After leaving the location help protect the spread of potential germs by washing and sanitizing your hands.