July 27, 2020
Dallas Data Systems, Inc.
COVID-19
Health and Safety Practices

Memo To: All Dallas Data Systems, Inc. Employees and Contractors
From: Matt Dallas, President

The Dallas Data Systems, Inc. office at 1035 E High Street, Pottstown will reopen for employees and contractors on June 8, 2020 per the guidelines set forth by Governor Tom Wolf (see attached).

Summary of Precautions, Policies and Procedures per Dallas Data Systems, Inc.

- Employees are encouraged to review procedures and recommendations from Federal, State and Local authorities regarding safely operating during the COVID-19 crisis.
- Reporting to the office may expose you to the COVID-19 virus.
- Employees are NOT currently required to report the office. If you are not comfortable working from the office and can effectively work remotely, you may do so.
- If you feel ill or have any symptoms of COVID-19 virus, DO NOT REPORT TO THE OFFICE.
- If you have knowledge of being exposed to anyone with COVID-19, DO NOT REPORT TO THE OFFICE.
- Onsite customer visits are prohibited.
- Visitors to the office must be scheduled in advance and approved by management.
- All staff should wear face masks when adequate social distancing is not possible.
- Dallas Data Systems, Inc. will provide face masks, gloves, and sanitizers at various locations.
- Employees are encouraged to clean personal workspaces frequently.
- Dallas Data Systems, Inc. will provide frequent cleaning of common areas.
- Eating in common areas is prohibited at this time.
- The coffee and water station will be closed.
- Access to the refrigerator in the lower and first level will be available but must be disinfected before and after each use.
- The conference room will be open, but meeting attendance is limited to maximum of four (4) participants.

These procedures may change.

Matt Dallas