

March 31, 2020

Centers for Disease Control Response & Guidelines

Dear Sharpe Interior Systems Team Member,

As we continue to monitor the situation regarding COVID-19, we ask that all employees be safe and continue to follow and carry out the recommendations provided by the Centers for Disease Control (CDC). These recommendations have been distributed to all employees and have also been posted on our website:
www.sharpeinteriorsystems.com

Social distancing and other CDC guidelines are in place to help stop the spread of COVID-19, but they are only effective when everyone in your home or residence execute the specified guidelines. Any break in the chain will create a false sense of security and will compromise the safety of the people around you.

As we maneuver through the ever-changing impact of COVID 19, we must consider how to maintain optimal company productivity, and what the work day looks like whether you are coming into the office or working from home. We all have distinctive circumstances that are driving our decisions on how to best manage work and family through this difficult time. While there is no perfect answer, we would like to provide some guidelines to help our team stay focused, engaged and working on the critical few. These standards will help keep our team connected, and ensure we are not sending the wrong message or projecting a false sense of reality.

Working from Home – Keep it Professional

- Be available during business hours
- Plan and structure your work day just like you would if you are heading into the office
- Appropriate attire and grooming in case you are called upon for video conferencing
- Have a dedicated work/office space
- Use technology and digital conferencing platforms to stay in touch: PC, Tablet, Mobile Device, Zoom

Video Conferencing (Zoom.US), etc.

- Create a consistent communication line between your supervisor and your team
- Share best practices
- Schedule your breaks
- Ask for what you need
- Communicate, Communicate, Communicate

These are basic, but essential guidelines in creating boundaries between work and personal life. Please contact your supervisor if you have any questions.

Thank you.

Sharpe Interior Systems Management Team