



## STATEMENT REGARDING CORONAVIRUS PANDEMIC

December 11, 2020

**We hope that all of our customers, suppliers and their families are remaining safe during these unprecedented times.**

**Dove has remained fully operational since the onset of the New York State on Pause ordered by the Governor of New York.**

**In order to mitigate the effects of COVID19 on our business operations we have implemented the following:**

- 1) Dove is considered to be an essential business, therefore, we have remained fully operational since the onset of COVID-19 governmental restrictions began in March 2020.
- 2) All in person meetings are being avoided. All employees have access to web conferencing, email and phone to communicate internally as well as with customers and suppliers. Unavoidable in-person meetings are short and are being carried out in large meeting areas where all attendees are able to maintain social distancing guidelines while wearing PPE.
- 3) PPE is being worn by employees when required to moderate exposure to other employees and while outside of the office.
- 4) No handshaking is allowed.
- 5) No congregating is allowed in work rooms, break rooms, copier rooms or other areas where employees could socialize.
- 6) All employees in the office are eating lunch in a private area.
- 7) All employees are using personal transportation to avoid use of public transportation.
- 8) We have enhanced our in-office sanitizing procedures of shared equipment (copiers, door handles, etc.)
- 9) We ask that all employees follow social distancing guidelines both in and out of the office to mitigate exposure to the COVID-19 virus.
- 10) We also continue to build up inventory in an effort to lessen the prospect of shortages to our customers.