



DTK Customers,

As you are aware, the Coronavirus-19 ("COVID-19") is top of mind across the nation. The purpose of this email is to inform you of our efforts, offer suggestions and make you aware of additional services that we offer.

We are closely monitoring the situation and have had another meeting with our DTK Managers on the morning of March 4, 2020 to review our cleaning practices. The CDC continues to recommend standard cleaning with a focus on frequently touched objects and surfaces (door handles, elevator call buttons, light switches, etc.). DTK is instructing our crews to focus on these areas, both during the day and night.

With an increased focus on frequently touched objects and surfaces, we have distributed a checklist to our supervisors to communicate this objective with crews and to inspect if these areas are being cleaned.

We are asking sick employees to stay home and not return to work until their symptoms have subsided. Our suggestion is that you do the same.

If your facility includes a school or childcare center, please consider using [this document](#) as a template for communicating with parents regarding best practices for sick children staying home.

If the COVID-19 remains disruptive for several months, which it may, disinfectants will be more challenging to purchase as disinfectants across the nation are in demand like never before. We have been in contact with our supply distributors over the past several weeks and are stocking up on supplies for the short term and are planning out for the long term. With all this in mind, until there is a confirmed COVID-19 case in your city, consider holding onto supplies above your normal usage so that you have the extra supplies when/if needed. As always, we are here to help with supplies so please contact us with questions or concerns.

Additional Services:

- Disinfecting during the day, when the highest amount of people are onsite, is a focus of ours. As such, if adding or increasing the day staff at your locations is of interest, please let us know.
- If for precautionary measures a deep clean at your facility is desired, please let us know.
- If there does happen to be a confirmed COVID-19 case at your facility, DTK is capable of working alongside a Certified Industrial Hygienist ("CIH"), who will work up a protocol for your facility. We have multiple CIH companies that we can recommend if needed.

We are here to help you so please reach out if we can be a resource.

Sincerely,

DTK FACILITY SERVICES, L.L.C.

A handwritten signature in black ink that reads "Ryan Bishop". The signature is written in a cursive, flowing style.

Ryan Bishop
CEO

HAVE QUESTIONS? LET US HELP?

Visit our website at dtkinc.com