



RETURN TO WORK GUIDELINES AND REQUIREMENTS FOR COURISTAN SALES REPRESENTATIVES

As Americans get back to work during this unprecedented pandemic, many business owners wonder how they can have their staffers return safely.

The first priority is safety at Couristan - for our employees and our customers. To that end we have created these guidelines and requirements to help everyone navigate the return to the new normal. We feel that working together with our customers is the best way to provide a safe work environment. I am sure we will face certain challenges going forward, but keeping a good line of communication open between our customers and ourselves will ensure we get this right and we move on to better days!

We will instruct our sales representatives to conduct themselves within our guidelines listed below:

- We will make a scheduled appointment to visit your showroom at your selected time.
- We will wear masks and gloves during visit. ***As long as the supply chain allows this to happen.*
- We will maintain an acceptable social distance.
- We will limit our visits to 30 minutes, unless more time is allocated by the customer.
- We will wipe down and disinfect our sales rep boards before each sales call.
- We will cancel any meetings if our sales representative has a fever, cough, cold or just not feeling well.

Couristan is committed to being a leader in the process of returning to a safe workplace. We appreciate and thank you for the business we received during the shelter in place across the country. We are blessed to have such a good dealer base to work with. Now it is time to work together in a different manner to make sure we are creating an environment that promotes safety, good health and good sales.

Let's Stay Connected!

From the very bottom of our hearts, we hope you all stay safe and well.

The Couristan Team!

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