



STATEMENT REGARDING CORONAVIRUS PANDEMIC

May 5, 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 maintained a small staff of Operations, Shipping and Programming in our office. It is out of precaution and safety for our employees as well as avoiding business disruption that our Sales and Product teams have been working from home since March 23, 2020.
- 2) All in person meetings have are being avoided. We are using online conferencing, email and phone even when in the same building. 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.
- 3) PPE is being worn by employees when required.
- 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) Employees are required to follow social distancing guidelines both in and out of the office to mitigate exposure to the COVID19 virus.
- 10) PPE is being worn by employees when required to moderate exposure to other employees and while outside of the office.
- 11) We also continue to build up inventory in an effort to lessen the prospect of shortages to our customers.