

Design Mart Silicon Valley cares deeply about the health and safety of our staff, our designers and our community. In this new “normal” we will continue to take the necessary precautions to help prevent the spread of COVID-19. We are actively striving to abide by and exceed the CDC recommendations. Please carefully read over this letter so that you can better understand the measures DMSV is taking, and those measures that we kindly request of you:

- Beginning Monday, June 1<sup>st</sup>, 2020, we will be opening By Appointment Only due to limited staffing, extensive cleaning and social distancing requirements. We will have a maximum of four designer work areas located around the showroom
- To schedule an appointment please call Marie Lund @ 408-229-6500, ext. 1104. In order to allow time for proper cleaning and preparations before and after each visit, the time blocks will be as follows:
  - 10:00 – 11:30, 12:00 – 1:30, 2:00 – 3:30 & 4:00 – 5:00
- In scheduling an appointment, we would like to ask a few questions to help streamline our visit; which product will you be focusing on, will you be accompanied by our client(s), etc.
- Please be advised that our hanging fabric samples will NO LONGER be able to be checked out. Plan ahead so that we have time to order you the proper memos
- While Design Mart loves kids, for their safety, we kindly ask that they are not brought to the showroom at this time
- Our staff will be wearing masks, and it will be mandatory for you and your clients to be wearing one as well. If you forget, we will have disposable masks on hand for you
- Gloves will available as well, should you wish to use them
- A check-in sheet will be at a newly created entrance station for you to sign in and include arrival and departure times
- Returning samples are to be placed in a return bin at this station, labeled with your design company name and date returned
- Please follow social distancing practices as possibly in your travels around the showroom, but limit design work to your assigned designer work area
- There will be multiple sanitation supplies throughout the showroom for your use. Please let us know if you require anything else
- Samples pulled while working are to remain at your work area tables. Please DO NOT PUT BACK SAMPLES OR CATALOGS PULLED