



**COVID-19
Pandemic
(Coronavirus)**

To all Customers and Suppliers of DI Office Design:

As of 11:59pm 6 December 2020, we at DI Office Design are now operating under 'COVIDSafe Summer' restrictions of COVID-19. The health of our customers, suppliers and staff will always remain of paramount importance to us.

As part of COVIDSafe principles for all businesses, our staff will continue to: practice physical distancing (1.5m), wearing face masks indoors and outdoors when physical distancing cannot be maintained, and practicing good hygiene. We are now also working a near normal working model:

- Office and sales staff are working a combination of remotely and in-office during normal business hours.
- The warehouse is open.
- Delivery activities have returned to normal, but where ever possible contactless drop-off will be practiced.
- Our email addresses sales@dioffice.com.au or admin@dioffice.com.au continue to be monitored during normal business hours as usual.
- We are continuing to keep records and are ready to act quickly should staff become unwell.

We hope you, our customers and suppliers, and your families continue to stay well.

Thank you for your continued support,

DI Office Design Management