



April 1, 2022

Hello Discount Tire Family,

On Monday, April 4, we are excited to welcome Our Leaders back to the office. To help with the transition, please watch the [Welcome Back - Return to Office](#) video and review the information below so you are prepared and know what to expect.

Building Readiness

- All common areas will be regularly disinfected and cleaned throughout the day.
- Hand sanitizer stations will be available in multiple locations throughout the building.
- Elevator maximum occupancy has been increased from two to four employees.
- Areas that are OPEN during Phase 1
 - Fitness Center
 - Main Kitchen – Bruce's Bistro
 - Kitchenette's
- Conference Rooms
 - You are **no longer required** to complete the Essential Business Meeting Request form.
 - Room capacity will be **limited** and is noted when reserving a conference room. When scheduling a meeting in Outlook, please ensure the invitee list does not exceed the limit indicated.
- Office meetings are permitted with no limitations

Garage Parking

- During Phase One, most parking spots will be on a first come, first serve basis.
- Spots that are reserved for Executives will be indicated with a red marking.

NOTE: We **DO NOT** have charging stations for Electric Vehicles. Employees are asked to ensure their vehicles are charged prior to arriving at work.

Electronic Self-Health Assessment

- Employees should continue to complete the daily Electronic Self-Health Assessment (eSHA).
 - This can be accessed from the desktop icon, [Coronavirus](#) page, or QR Code displayed around the Corporate Office.

IMPORTANT: To ensure the health and safety of Our People, if you or anyone on your team are not feeling well, we ask that you please stay home.

Distribution Update

- Curbside Service Eliminated

- Customer Service window located in Distribution will be available to pick-up Mail/Packages
- Extended Distribution Hours: Mon – Thurs 9AM – 4PM.
- If you have any questions, please email DTC_Distribution@discounttire.com.

Phase Two – Return to Office Date

As the number of COVID-19 cases continues to decline and based on guidance from the Centers for Disease Control and Prevention (CDC) and State/County Health Departments, we would like to announce a Phase Two Return to Office date has been determined.

- Employees not in a leadership role will return to the office on May 2, 2022.

NOTE: Employees who need and want to return prior to May 2 on **voluntary basis** may do so. We welcome you back as often as you feel comfortable.

Reminders

- Catered food is now permitted.
- Corporate and Vendor Sponsored events no longer require vaccinations.
- Team gatherings are permitted with no restrictions.
- Remember to visit the [Return to Office](#) page regularly for updates, to submit any Questions or Feedback, and view additional information.

Again, we are excited to start welcoming Our People back to the office and thank you for your patience and “Can-Do” Attitude.

Please continue to take care of yourself and each other - We do this Together!