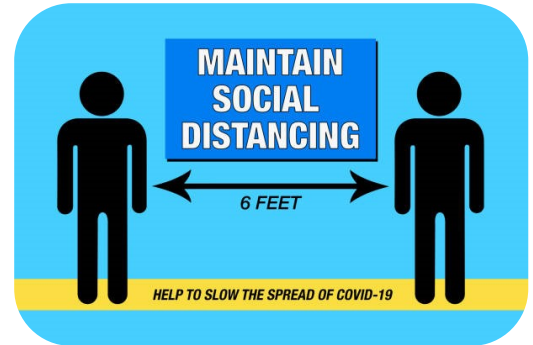


GUIDELINES FOR THE OFFICE

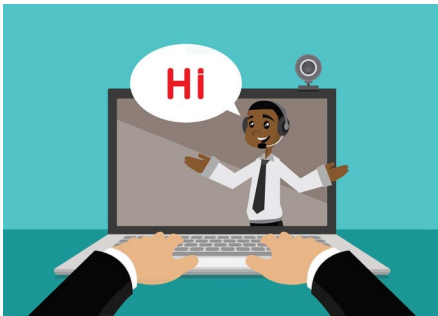


S O C I A L D I S T A N C I N G



Do not congregate in break rooms, work rooms, copier rooms, file rooms or other areas where people tend to socialize.

Keep six feet apart as often as possible.



Avoid in-person meetings: Use online conferencing, email or the phone when possible, even when people are in the same building.

Unavoidable in-person meetings should be:

- Short
- Held in a large meeting room
- Sitting at least six feet from each other
- Avoid shaking hands

Eat lunch at your desk or away from others and avoid crowded areas

Handwashing

Wash your hands often with soap and water for at least 20 seconds.

If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands.



In public settings where other social distancing measures are difficult to maintain, CDC advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.



Wipedown at the end of the day

Do your co-workers a favor and wipe down commonly touched surfaces each day when you leave with an antiviral wipe or cleaner

If you are currently experiencing any respiratory problems, have a new or worsening cough, or new or worsening shortness of breath, fever, chills, sore throat, new loss of taste or smell...

STAY HOME!