

Workplace Health Safety Guidelines



**If you are sick, stay home! If you feel sick, go home!
If you see someone sick, send them home!**



If sick, do not leave your home, except to get medical care. Do not visit public areas.

If you are exhibiting any of the symptoms below, you are to report this to your supervisor immediately, and head home, or stay home if already there.

COVID-19 symptoms:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain or headache
- Sore throat
- New loss of taste or smell

Self-assess daily before work



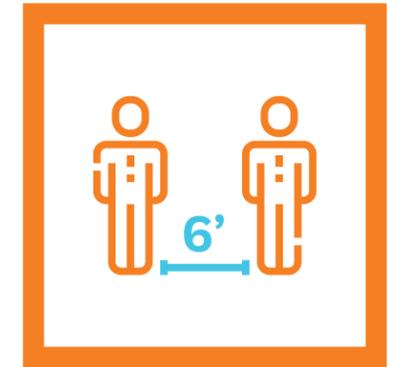
Each day, perform an assessment for symptoms and check temperature.

Face coverings required



Wear a cloth face covering that covers your nose and mouth at all times.

Maintain social & physical distance



Stay six feet away from others at all times (ex: corridors, elevator, stairs, etc).

Wash your hands regularly



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

Clean and sanitize workspaces daily



Clean and disinfect frequently touched objects and surfaces.

Limit face-to-face meetings



Hold virtual meetings whenever possible.

Avoid “high touch” areas



Copiers, bathrooms, appliances, door handles, railings, etc.

No handshakes or elbow bumps



Also do not share desks, offices, phones, computers, or devices.

Maintain good hygiene habits



Cover coughs and sneezes and avoid touching your face.

Health Safety Guidelines for Visitors

We are complying with state and federal guidelines to protect the health of our employees, clients, and their families. We ask that you assist in those efforts by following these guidelines while visiting our facility:

Head directly to reception upon entry



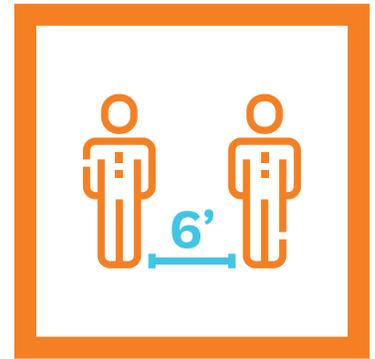
Proceed directly to reception to check in and do not enter any other part of the building.

Face coverings required at all times



Wear a cloth face covering that covers your nose and mouth at all times to protect staff and visitors.

Maintain social and physical distancing



Look for visual markers on the floors and in meeting rooms indicating six-foot distancing.

Do not shake hands or share devices



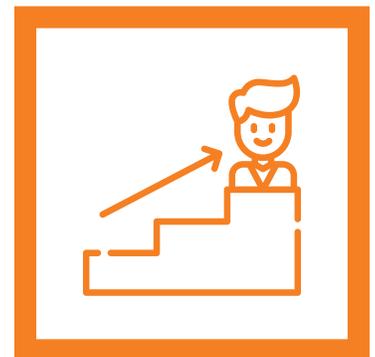
Forgo shaking hands or bumping elbows. Do not share phones, computers, devices, offices or desks.

Only one person in the elevator



Limit the number of people in the elevator to one person at-a-time. Stay six feet apart when waiting.

Remain one flight apart in the stairwell



When taking the stairs, please remain one flight of stairs apart from others.



Is it safe for you to enter the buidling?

Before entering our offices,
please review our health safety
checklist.

- Self-evaluate for the following
COVID-19 symptoms:
 - Fever
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
- You have recently checked your
temperature
- You are wearing a face covering

**If you do not check all the boxes,
please call your office contact.**

“High Touch” Area



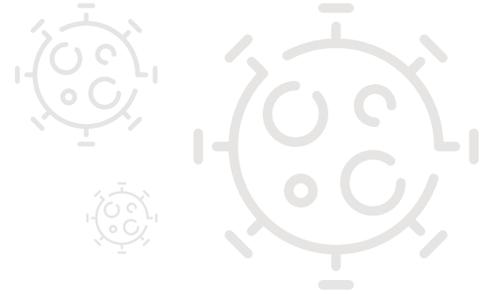
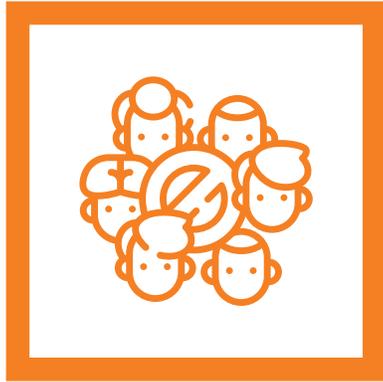
Always use hand sanitizer after touching copiers, computers, supplies, and office equipment.

Use a pen or key to push buttons on equipment.

Common areas are disinfected several times per day.

**How we're staying safe.
Protect yourself. Protect each other.**

Limit meetings



Recommended maximum number people in this room:

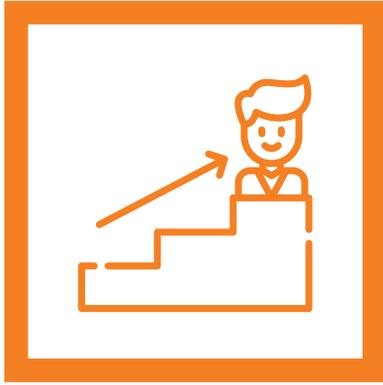
Hold virtual meetings whenever possible. No handshakes or elbow bumps if meeting in-person.

Do not use the phone, computer, remote or any other equipment.

Clean and sanitize all surfaces before leaving the room.

**How we're staying safe.
Protect yourself. Protect each other.**

One flight apart

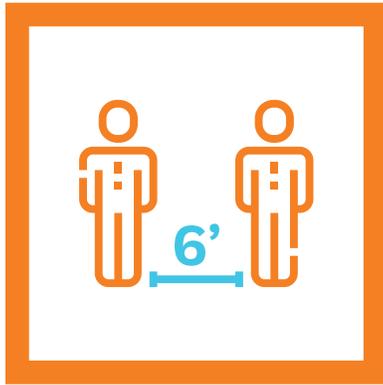


Remain one flight apart from others when in the stairwell.

If you must cross paths with someone, do so at a landing and create as much distance between you and the other person.

**How we're staying safe.
Protect yourself. Protect each other.**

Observe distances



Only one person is allowed in a private or shared office.

Do not use of other people's phones, supplies or computer equipment.

Look for visual markers on the floor indicating six-foot distancing.

**How we're staying safe.
Protect yourself. Protect each other.**

Communal fridge



There is a risk of others possibly touching your food container and any beverages in this fridge.

Clean and disinfect any items removed from this refrigerator.

**How we're staying safe.
Protect yourself. Protect each other.**

Observe distances



No communal food, lunches, group catering, potlucks, or sharing of food.

Look for visual markers on the floor indicating six-foot distancing.

**How we're staying safe.
Protect yourself. Protect each other.**

Two-way traffic

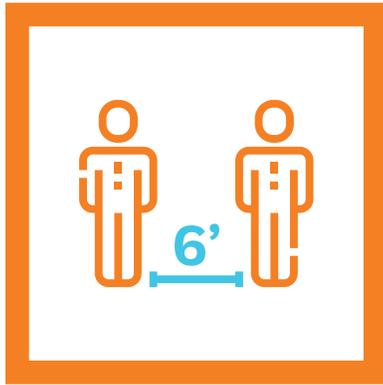


Bear right and observe six-foot distancing in this corridor.

Notice the center line and arrows on the floor to prevent crossing of paths with others.

**How we're staying safe.
Protect yourself. Protect each other.**

Avoid “collisions”



Stay aware when walking through the office – no reading or checking phones.

Even better, leave your phone at your desk if you need to walk through the office.

**How we're staying safe.
Protect yourself. Protect each other.**

Safe cubicles



Clean and disinfect workspaces daily, including frequently touched objects and surfaces.

Do not allow others to sit at your chair, use your keyboard, mouse or phone, or lean over your shoulder while you work.

Maintain adequate distancing.

**How we're staying safe.
Protect yourself. Protect each other.**

Good hygiene



Regular hand washing is required – use soap and water for at least 20 seconds.

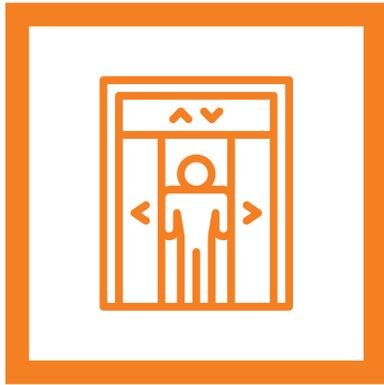
Wear a face covering at all times.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Cover coughs and sneezes.

**How we're staying safe.
Protect yourself. Protect each other.**

One per elevator



No more than one person in the elevator at all times.

Use a pen or key to push elevator buttons.

Stay six feet apart from others when waiting. Look for visual markers on the floors.

**How we're staying safe.
Protect yourself. Protect each other.**

Wash your hands

You are required to wash your hands often with soap and water for at least 20 seconds.



1. Wet hands with water.
2. Apply enough soap to cover all hand surfaces.
3. Make sure to rub your hands:
 - Palm to palm
 - In between fingers – interlock hands both front and back
 - Backs of fingers and hands
 - Thumbs
4. Rinse and dry with towel.
5. Use towel to turn off faucet.

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Face coverings

You are required to wear a cloth face covering that covers your nose and mouth:



- **At all times when not working at your assigned desk**
- **When talking to others while working at your assigned desk**

Face cover is not required only when working alone at your desk.

Visitors must also wear a face covering.

Face coverings should be kept clean and sanitary.

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