

# ONGOING GUIDANCE

## FOR EMPLOYEES

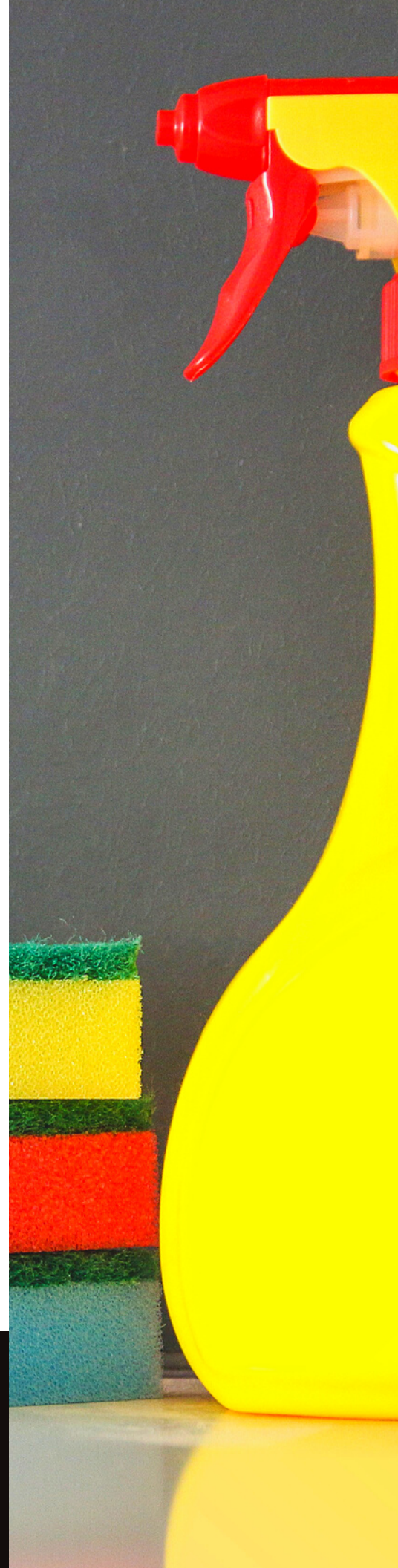
- Continue to practice good hygiene including frequent and thorough handwashing.
- Use provided hand sanitizer routinely.
- Avoid touching your face.
- Practice respiratory etiquette - Sneeze or cough into a tissue, or in the inside of your elbow.
- Disinfect frequently used items and surfaces as much as possible.
- Self-monitor for signs and symptoms of COVID-19. Stay home if you feel sick.
- Report when you or family member are sick or experiencing symptoms of COVID-19.



# CLEANING & DISINFECTING

## PROCEDURES

- Thoroughly wipe down laptops, monitors and other hard surfaces with disinfectant wipes prior to, or immediately upon, arrival when returning to the office each day.
- Hand soap and towels are provided at all handwashing sinks.
- Hand sanitizer is provided in multiple locations.
- Thoroughly wash and sanitize hands upon arrival at the office each time.
- Tissues and trash receptacles are provided for individual employees.
- Disinfect your workspace daily including, but not limited to, chair arms, keyboard, phone, desktop, door knobs and light switches with disinfectant wipes/spray provided.
- Disinfect common areas after each use including, but not limited to, kitchen items, copier area, mail counter, conference room tables, chair arms, door knobs and light switches using disinfectant wipes/spray provided.



# OUR COMMON AREAS

PLEASE HELP KEEP OUR SHARED SPACE SAFE

- Only two people allowed in the mail/copier room at a time.
- Wash hands or use hand sanitizer before touching Keurig machine, microwave, refrigerator handles and water dispensers.
- Use only disposable/single use cups, plates and utensils or personal items that can be taken home and cleaned properly.



# DON'T FORGET TO WASH YOUR HANDS

## FOLLOW THESE STEPS EVERY TIME

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.



Glue/Tape Here

Glue/Tape Here

Fold

Fold



Fold

Fold



Fold

Fold

# STAY CLEAN STAY SAFE

## DON'T FORGET TO:

- Wipe down your
  - Keyboard
  - Mouse
  - Monitor
  - Desk surface
  - Chair
  - Anything else you touch
- Wash hands upon arrival every day
- Stay home if you are feeling sick



# STAY CLEAN STAY SAFE

## DON'T FORGET TO:

- Wipe down your
  - Keyboard
  - Mouse
  - Monitor
  - Desk surface
  - Chair
  - Anything else you touch
- Wash hands upon arrival every day
- Stay home if you are feeling sick



# ONGOING GUIDANCE

## FOR CONFERENCE ROOMS

- Observe physical distancing guidelines
- Adhere to the limits on the number of people in this room
- Refrain from serving food except for pre-packaged foods



# DRINKING FOUNTAIN OUT OF SERVICE

To prevent the spread of Covid-19, the drinking fountain is temporarily out of service. We apologize for this inconvenience.



# PLEASE USE DISPOSABLE CUPS, PLATES AND UTENSILS

Reusable items may be brought from home and taken home at the end of the day.

