

ONGOING GUIDANCE

FOR EMPLOYEES

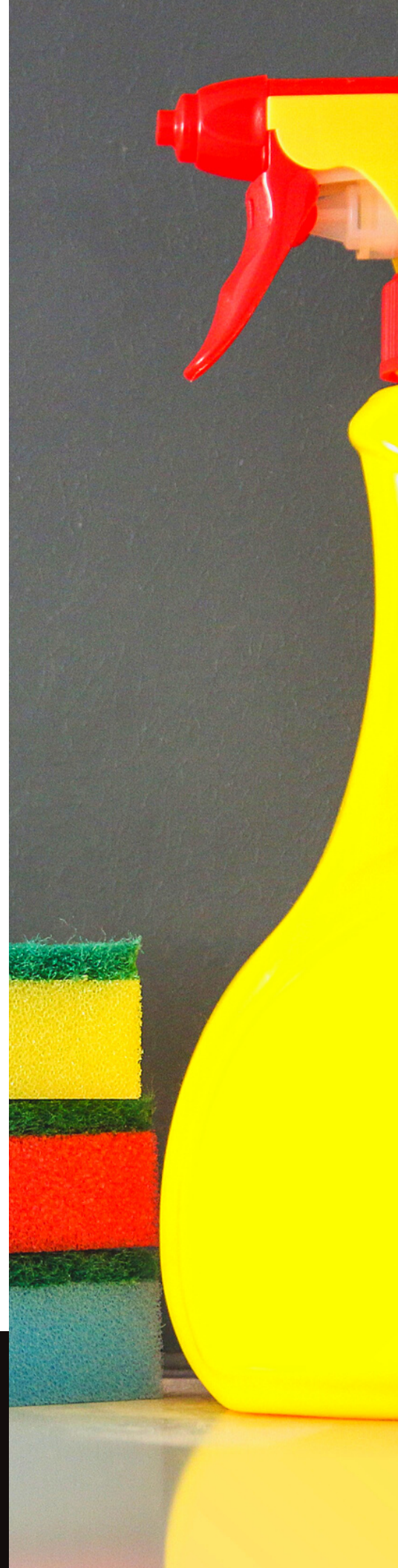
- Continue to practice good hygiene including frequent and thorough handwashing.
- Use provided hand sanitizer routinely.
- Avoid touching your face.
- Practice respiratory etiquette - Sneeze or cough into a tissue, or in the inside of your elbow.
- Disinfect frequently used items and surfaces as much 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.
- Billings Commercial Cleaning provides 3x/week services (Monday, Wednesday & Weekend)



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.

