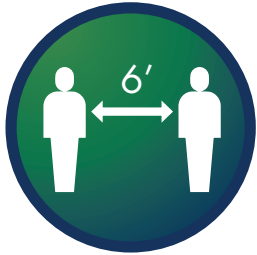




Providing a safe WORKPLACE



Maintain six feet of distance between individuals, whether they are employees or customers



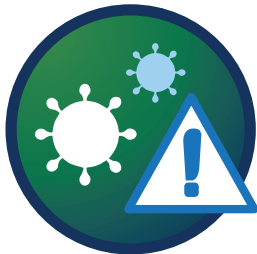
Encourage employees and customers to wash or sanitize their hands often



Recommend face coverings when physical distancing is not feasible



Avoid unnecessary physical contact such as shaking hands



Check employees and visitors for signs or symptoms of illness, including fever, before entering the facility



Limit the need for employees to share phones, desks and other equipment



Emphasize the importance of staying home if an employee is feeling sick



Avoid in-person meetings in favor of video conferencing, email or phone communication



Frequently clean and disinfect high-touch areas and shared equipment

