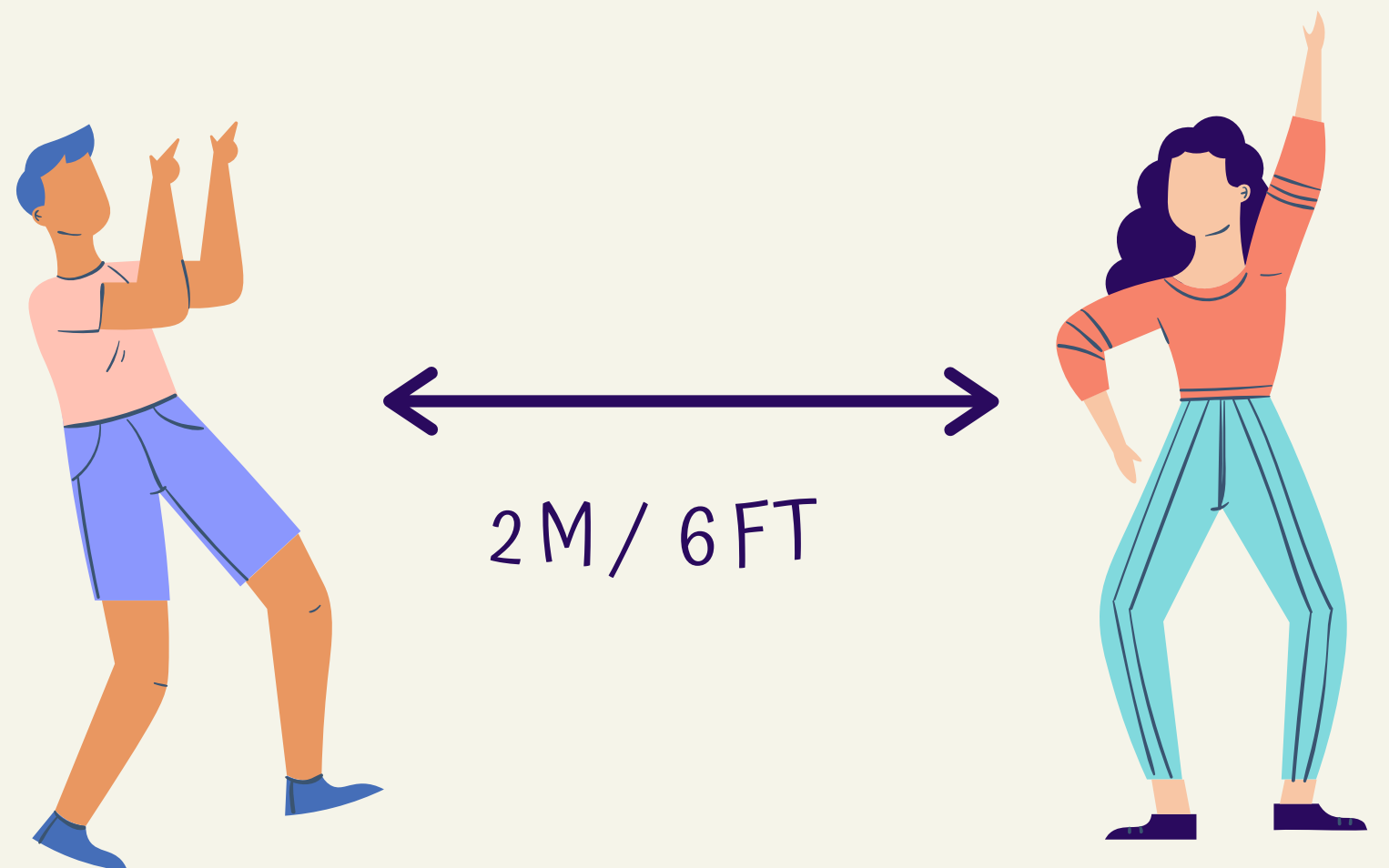


KEEP OUR WORKPLACE SAFE



LIMIT CONGREGATION

Implement a staggered work schedule. Use audio/video conferencing when possible.



MAINTAIN PHYSICAL DISTANCING

Maintain at least 2 meters (6 feet) distance between yourself and others. Maintain distance in break areas and conference rooms. Avoid crowding in elevators.



WORKPLACE ETIQUETTE

Clean and disinfect common areas and frequently touched surfaces (tables, light switches, keyboards, elevator buttons, etc.) Avoid placing masks directly on shared surfaces. Instead place in a paper bag or container when not in use.



WASH HANDS & WEAR A MASK

Wash hands frequently using soap and water or use hand sanitizer. Wear a mask if 6 ft distance can't be achieved. Monitor your symptoms and stay home if you feel unwell. Always cover your cough.