

We Encourage our Employees to Keep the Workplace Safe

- Practice Good Hygiene
 - Participate in the temperature checks & surveys daily
 - Wear your mask at all time while working unless it causes you breathing issue
 - Maintain 6-Foot Rule from all individuals if at all possible
 - Clean hands at the door and schedule regular hand washing reminders
 - Create habits and reminders to avoid touching your face and cover coughs and sneezes
 - We disinfect surfaces like doorknobs, tables, desks, and handrails regularly
 - Properly wash hands using the 20 second rule before work, after using the restroom, and before returning to work after a break
- Be careful with Meetings and Travel
 - Maintain social distancing (6-foot rule) during site tours, interviews, & new hire orientation
 - Use phone conferences or video conferencing for meetings
 - If face to face meetings are necessary maintain social distancing
 - Follow the company travel ban & only travel with upper management approval
- Handle Food Carefully
 - Avoid Food Sharing
 - Ensure your hands are washed properly prior to eating
- Stay Home if...
 - You are feeling sick
 - You have a sick family member at your home or one you have recently been in contact with a sick individual

We Encourage our Employees to Keep their Homes Safe

- All Households
 - Clean hands at the door and regular intervals
 - Create habits and reminders to avoid touching your face and cover coughs and sneezes
 - Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
 - Increase ventilation by opening windows or adjusting air conditioning
- Households with Vulnerable Seniors or Those with Significant Underlying Conditions
 - Have the healthy people in the household conduct themselves as if they are a significant risk to the person with the underlying conditions.
 - If possible, provide a protected space for the vulnerable household member
 - Ensure all utensils and surfaces are cleaned regularly
- Households with Sick Family members
 - Give sick members their own room if possible, and keep the door closed
 - Have only one family member care for them if at all possible