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