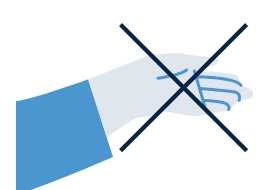


Keep Our Workplace Safe!

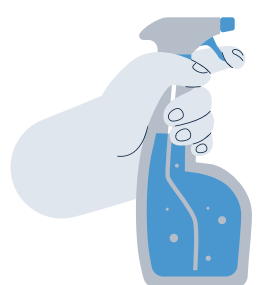
Practice good hygiene



Avoid shaking hands when meeting



Clean hands when entering buildings and schedule regular hand washing reminders



Disinfect commonly touched surfaces like doorknobs, tables, and light switches regularly



Avoid touching your face and cover your coughs and sneezes



Increase ventilation- open windows, prop doors, or increase air conditioning

Limit meetings and non-essential travels

Use video conferencing instead of face-to-face meetings when possible

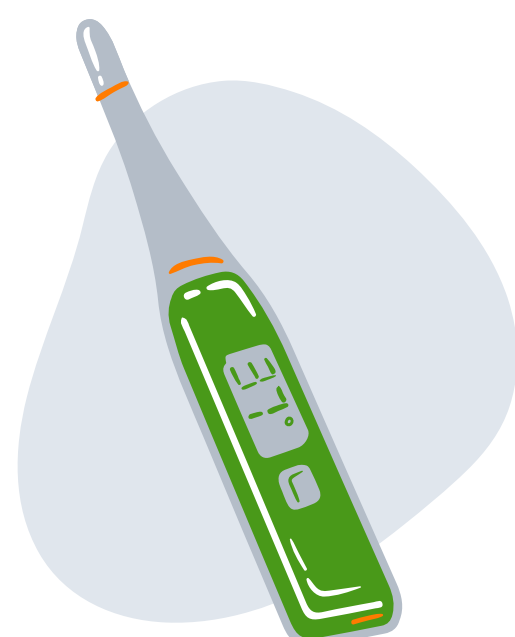
If video conferences are not possible, hold your meetings in well-ventilated rooms

Suspend all non-essential trips or travel locally



Stay home if...

- You are feeling sick
- You have a sick family member at home



Take care of your mental well-being

This is a stressful time. Take breaks outside and allow yourself a chance to unwind. We're here to support you!

SOURCE: CDC.GOV