Mask Zone
Ways We’re Working to Keep Our Community Safe

1. **Screening**: Daily screening of colleagues and guests prior to entry to workplaces.

2. **Cleaning**: Training our cleaning staff to perform regular and deep sanitization.

3. **Clearing**: Encouraging physical distancing between colleagues.

4. **Educating**: Training colleagues to recognize COVID-19 symptoms and understanding personal responsibilities.

5. **Confirming**: Ensuring that our program is implemented.

6. **Improving**: Reviewing our COVID-19 response actions as frequently as necessary.

7. **Sharing**: Updating staff regularly on any new developments and initiatives.
Things You Can Do to Help Keep Our Community Safe

Stay at least six feet apart.

Wash your hands often for at least 20 seconds.

Wear a mask over your nose and mouth.

Avoid touching your eyes, nose, or mouth.

Cover your cough or sneeze with a tissue, throw out the tissue, and wash your hands.

Stay at home if you exhibit symptoms of COVID-19.
The Kitchen

Wear a mask over your nose and mouth.

Limit eating and drinking to your personal work space.

Avoid touching shared equipment by using a paper towel, your elbow, or clean gloves.

Wash your hands for at least 20 seconds before and after using communal items.

Utilize sanitization wipes as necessary.

If the space is full, wait until a colleague exits to allow for adequate distancing.

Maintain a six feet distance.

Avoid loitering in the space.

6 FEET APART
Conference Rooms

Can this meeting be conducted as a video conference?

Wear a mask over your nose and mouth.

If the space is full, wait until colleagues exit to allow for adequate distancing.

Avoid touching shared equipment by using a paper towel, your elbow, or clean gloves.

Limit the number of meeting attendees to allow everyone enough space to spread out at least six feet from one another.
Wear a mask over your nose and mouth.

If one-way traffic isn’t possible, allow space for colleagues to enter or exit the restroom before proceeding.

To maintain physical distancing, use alternating sinks to wash your hands.

Wash your hands for at least 20 seconds.