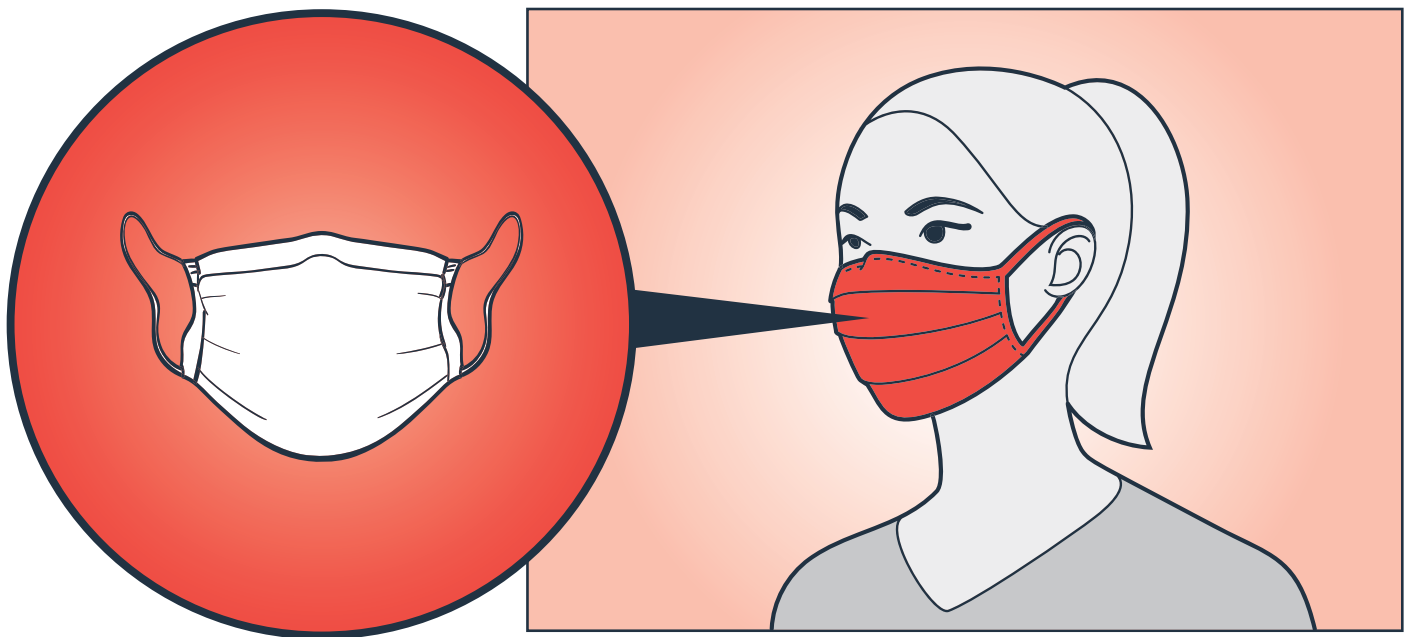
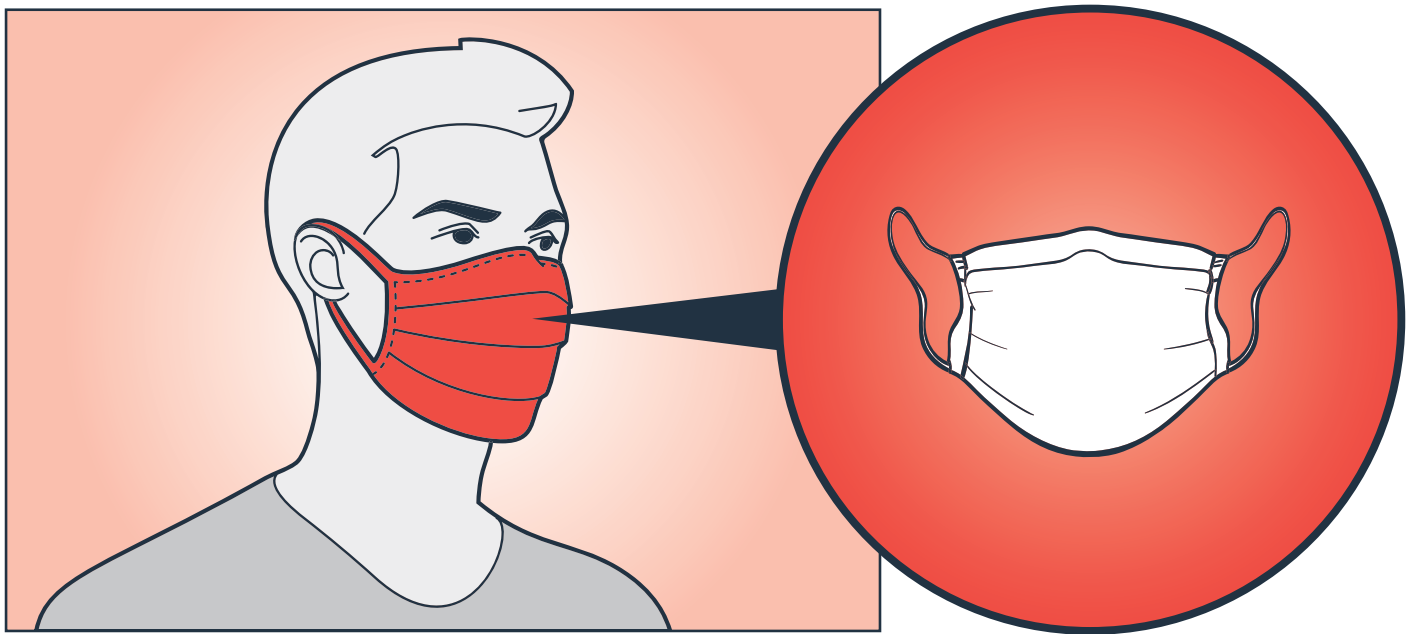
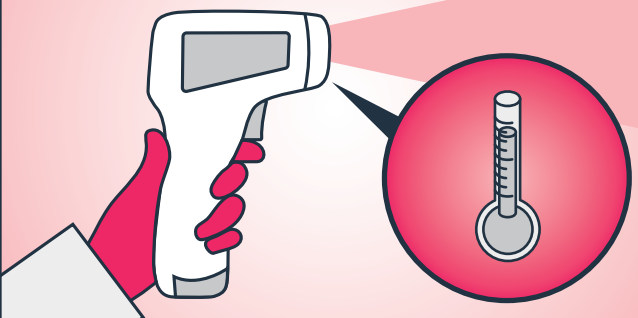


Mask Zone

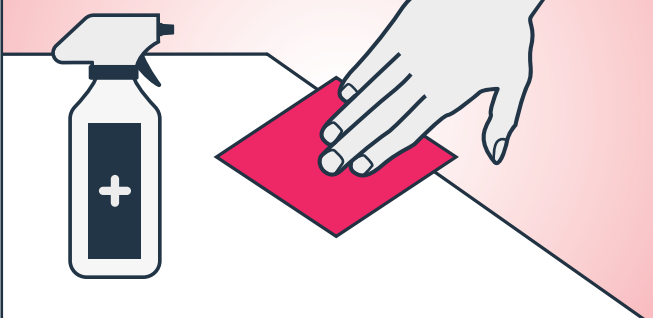


Ways We're Working to Keep Our Community Safe

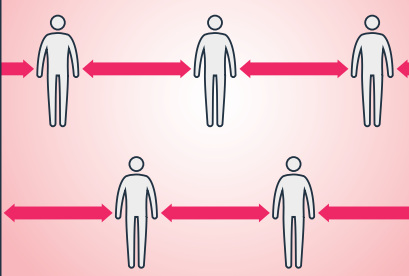
1 **Screening:** Daily screening of colleagues and guests prior to entry to workplaces.

An illustration showing a hand in a red glove holding a white non-contact infrared thermometer. A red beam of light from the device is directed towards a circular inset on the right, which contains a traditional glass thermometer.


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

An illustration of a hand in a grey sleeve using a red cloth to wipe a surface. To the left is a white spray bottle with a black label featuring a white plus sign.


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

An illustration showing six stylized human figures arranged in two rows of three. Red double-headed arrows are placed between the figures in each row to indicate physical distancing.

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

An illustration of a person's hands typing on a laptop keyboard. The laptop screen displays a diagram with various icons and lines, representing educational content.

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

An illustration of a clipboard with a checklist and a circular clock face, both enclosed within a red circular frame. A black beam of light points from the right towards the frame.

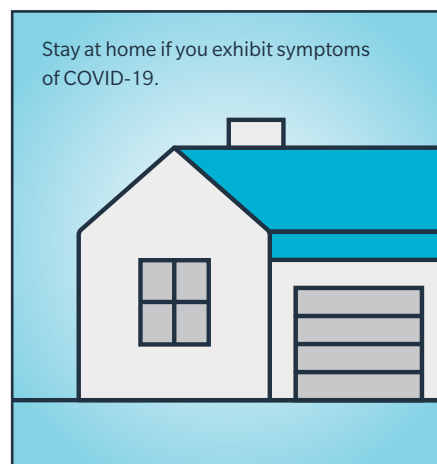
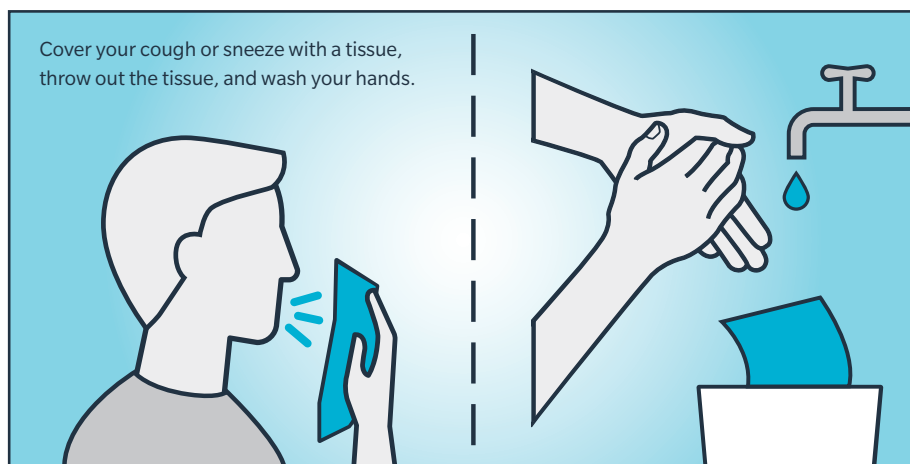
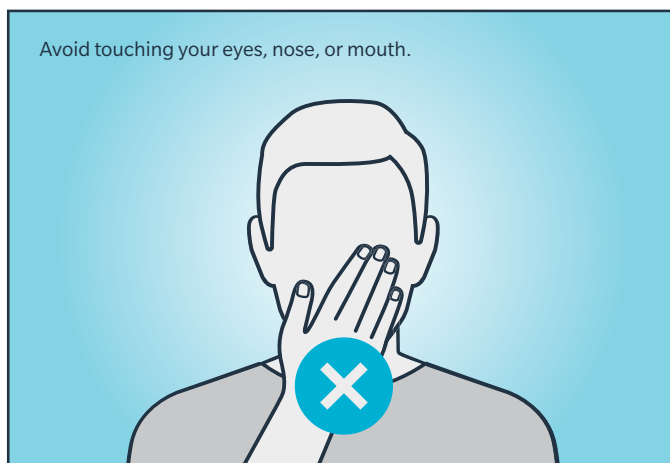
6 **Improving:** Reviewing our COVID-19 response actions as frequently as necessary.

An illustration of a laptop computer. The screen shows a line graph with multiple data series, representing the review and analysis of response actions.

7 **Sharing:** Updating staff regularly on any new developments and initiatives.

An illustration of an open envelope with a letter inside. Several red circles of varying sizes are scattered around the envelope, symbolizing communication and updates.

Things You Can Do to Help Keep Our Community Safe

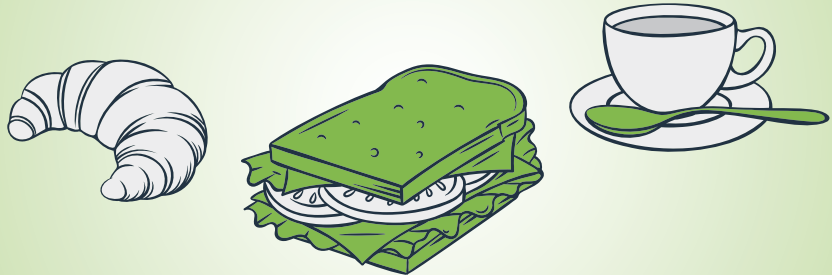


The Kitchen

Wear a mask over your nose and mouth.



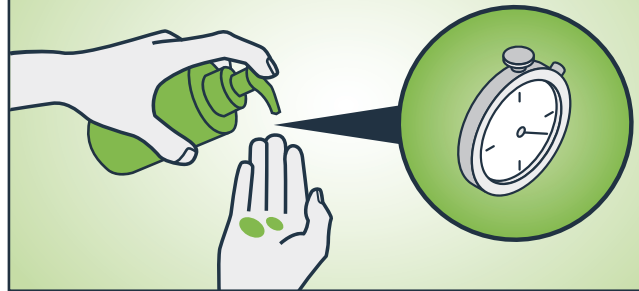
Limit eating and drinking to your personal work space.



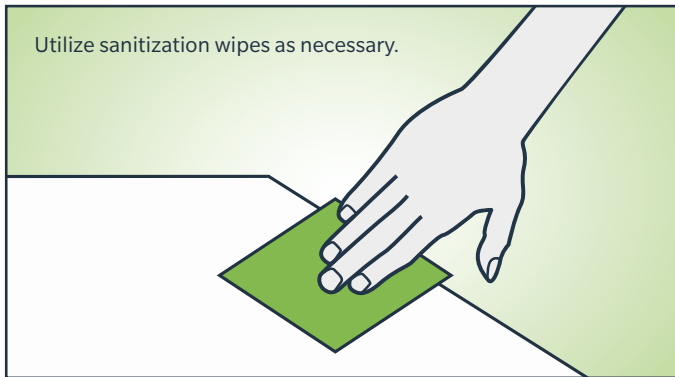
Avoid touching shared equipment by using a paper towel, your elbow, or clean gloves.



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



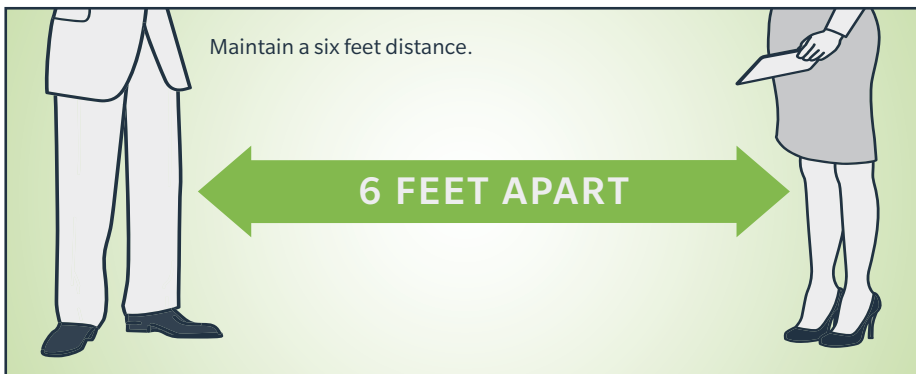
Utilize sanitization wipes as necessary.



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.



Conference Rooms

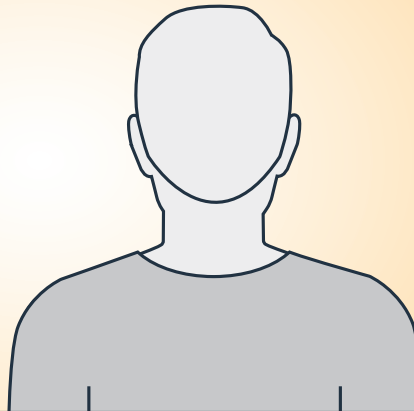
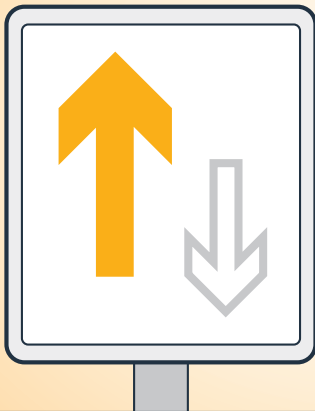
Can this meeting be conducted as a video conference?



Wear a mask over your nose and mouth.



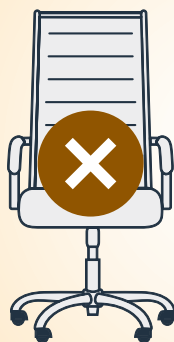
If the space is full, wait until colleagues exit to allow for adequate distancing.



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.

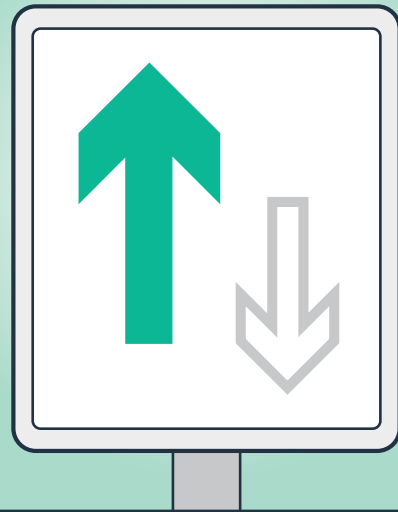


Restroom

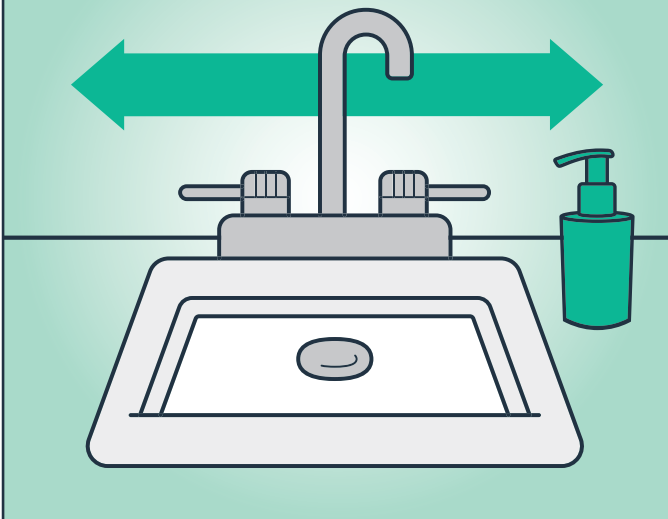
Wear a mask over your nose and mouth.



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.

