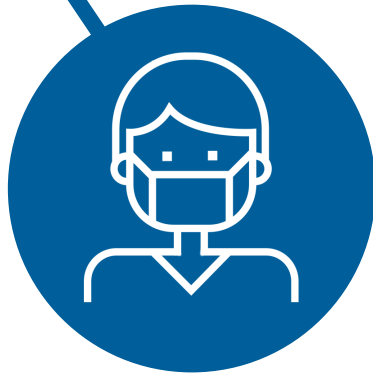# SAFE AT WORK GUIDELINES

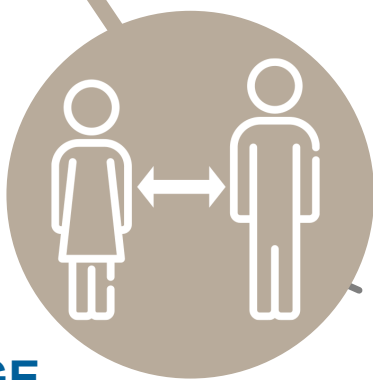## Follow these steps to keep everyone healthy.

FACE MASKS
Wear a face mask outside of your personal workspace. Cover mouth and nose fully making sure there are no gaps.
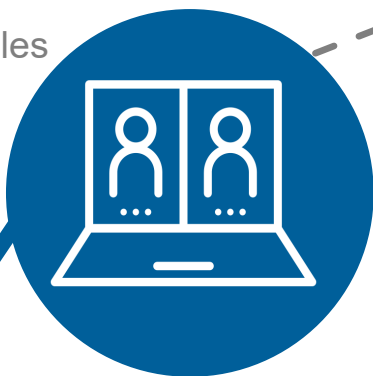
SOCIAL DISTANCING
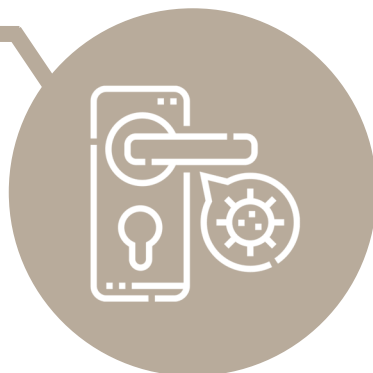Maintain social distancing of 6 feet with coworkers.

NO LARGE MEETINGS
Maintain social distancing of 6 feet. Deliverables should be provided/delivered electronically.

DOORS/ELEVATORS
Do not open/close doors without protection, such as a tissue or paper towel. When possible, prop doors open for touchless access. Use a tissue or paper towel, not your finger, to push elevator buttons.

CLOSED
Lunchrooms and common areas are closed for gatherings.

CLEANING
Thoroughly disinfect your workspace and personal items each day.

NOT FEELING WELL?
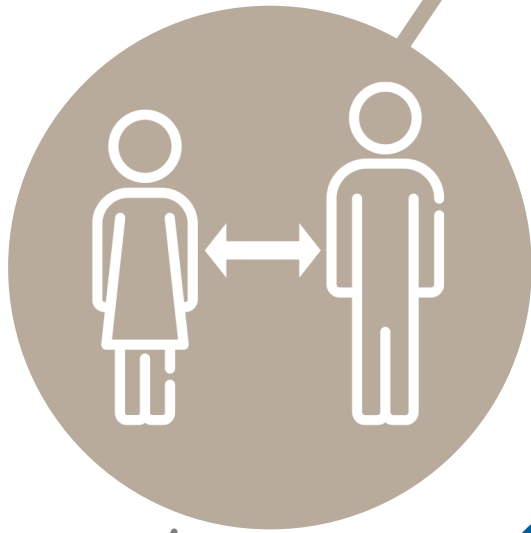Stay home and call a physician if necessary.

HAND WASHING
Wash your hands with soap and water for at least 20 seconds; dry hands with disposable towel. Or use hand sanitizer.
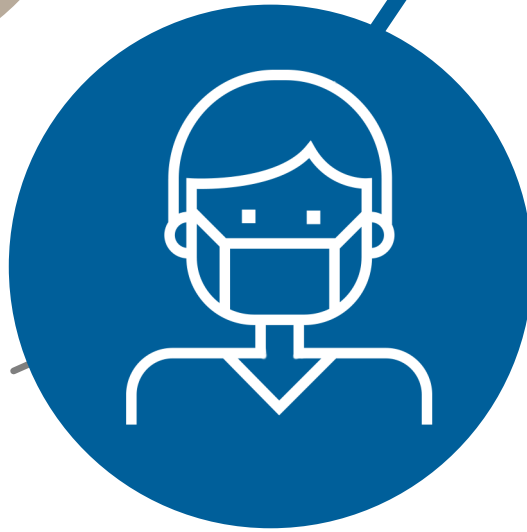
FOUNDATION
RISK PARTNERS

LUNCHROOM GUIDELINES
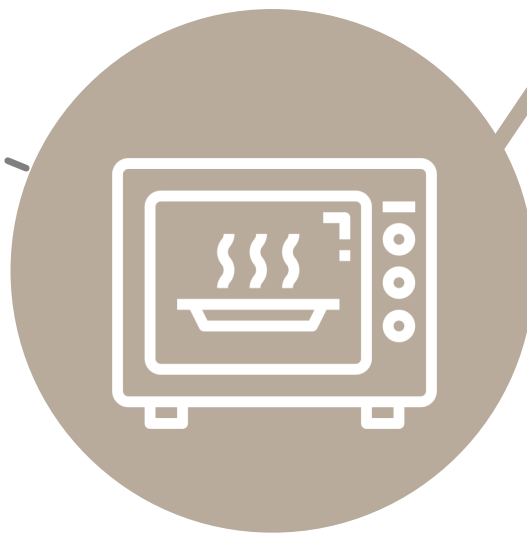## Follow these steps to keep everyone healthy.

CLOSED FOR GATHERING
Maintain social distancing of 6 feet with coworkers while in kitchen or other common areas.

FACE MASKS
Wear a face mask outside of your personal workspace. Cover mouth and nose fully, making sure there are no gaps.

REFRIGERATOR/ MICROWAVE/ COFFEE MACHINE
Do not open/close doors or operate kitchen appliances without protection, such as a tissue or paper towel.

FOOD PREPARATION
Sanitize surfaces after any type of food preparation. Also, use hand sanitizer upon entering and leaving kitchen area.
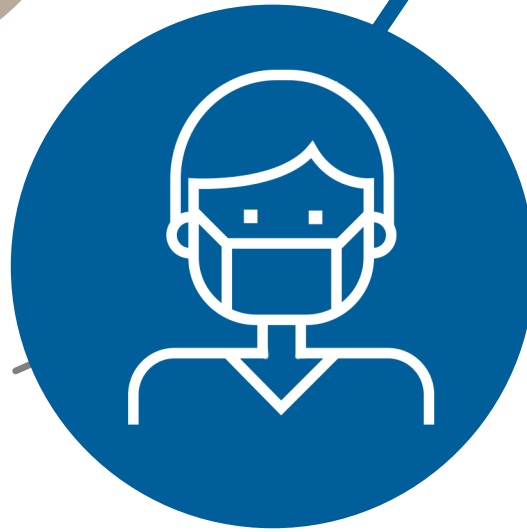
FOUNDATION
RISK PARTNERS

VISITOR GUIDELINES
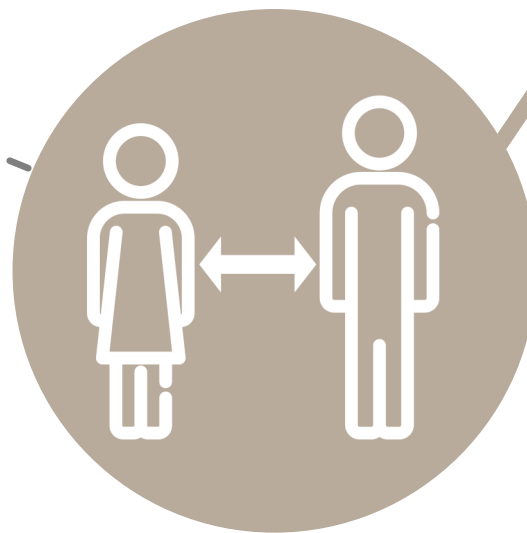## Follow these steps to keep everyone healthy.

BY APPOINTMENT ONLY
Visitors should be met at reception and escorted to/from conference room or office. Visitors must have a prearranged meeting day and time. No unscheduled visits. No wandering through office.

FACE MASKS
Visitors are required to wear a face mask. Cover mouth and nose fully making sure there are no gaps.

NO LARGE MEETINGS
Must maintain social distancing of 6 feet with visitors. Deliverables should be provided/delivered electronically.

HAND WASHING
Wash hands or use hand sanitizer before and after attending your meeting.

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RESTROOM GUIDELINES
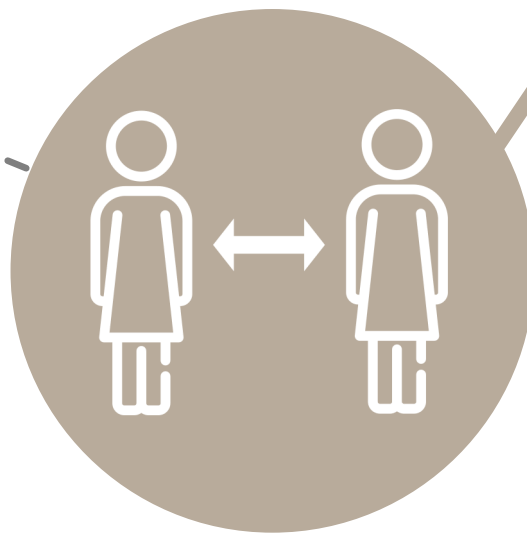## Follow these steps to keep everyone healthy.

HAND WASHING
Wash your hands with soap and water for at least 20 seconds; dry hands with disposable towel.
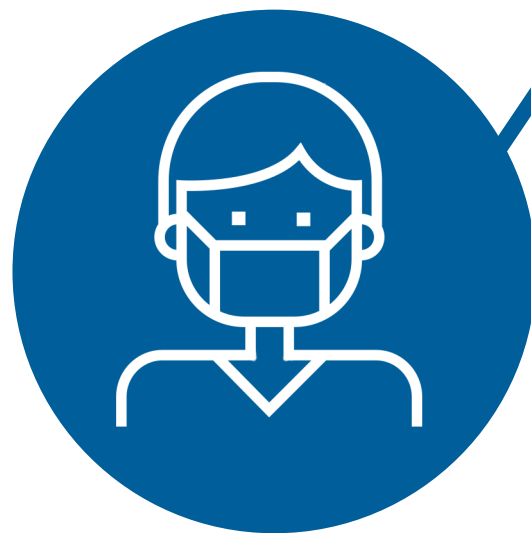
SINKS/TOILETS
Do not operate sinks and toilets, open stall doors or external doors without protection, such as a tissue or paper towel.

SOCIAL DISTANCING
Maintain social distancing of 6 feet with coworkers while in restrooms.

FACE MASKS
Wear a face mask outside of your personal workspace. Cover mouth and nose fully making sure there are no gaps.

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