

# 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.



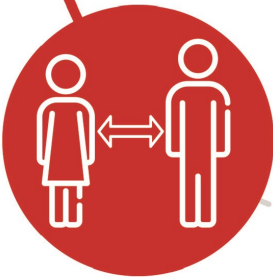
## CLOSED

Lunchroom and common areas are closed for gatherings.



## SOCIAL DISTANCING

Maintain social distancing of 6 feet with coworkers.



## CLEANING

Thoroughly disinfect your workspace and personal items each day.



## NO LARGE MEETINGS

Maintain social distancing of 6 feet. Deliverables should be provided/delivered electronically.



## NOT FEELING WELL?

Stay home and call a physician if necessary.



## 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.

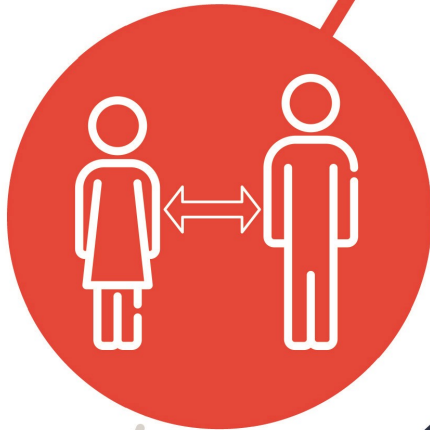


## HAND WASHING

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

# LUNCHROOM GUIDELINES

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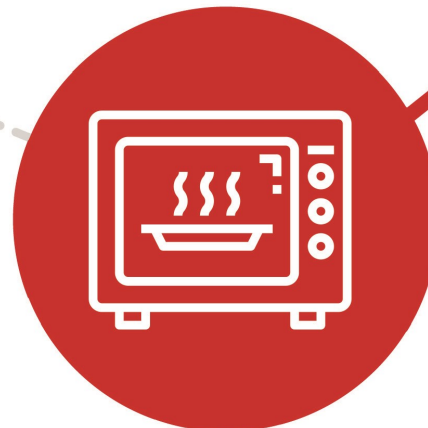
## **CLOSED FOR GATHERING**

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.



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# RESTROOM GUIDELINES

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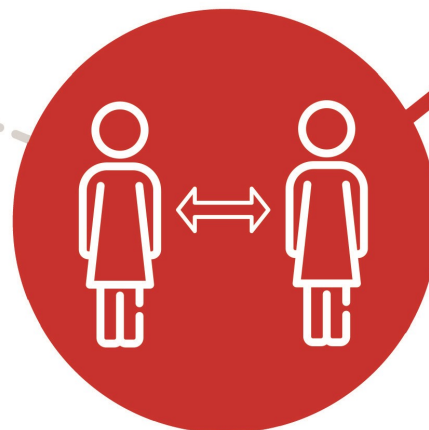
## HAND WASHING

Wash your hands with soap and water for at least 20 seconds; dry hands with disposable towel.



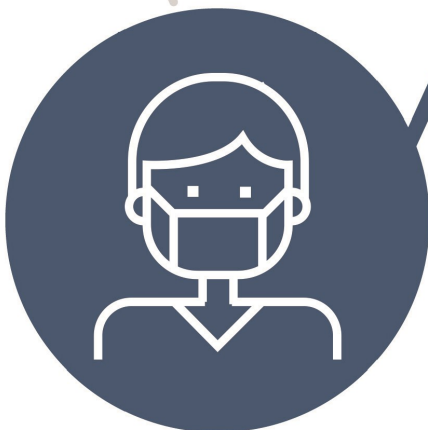
## SINKS/TOILETS

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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# VISITOR GUIDELINES

Follow these steps to keep everyone healthy.



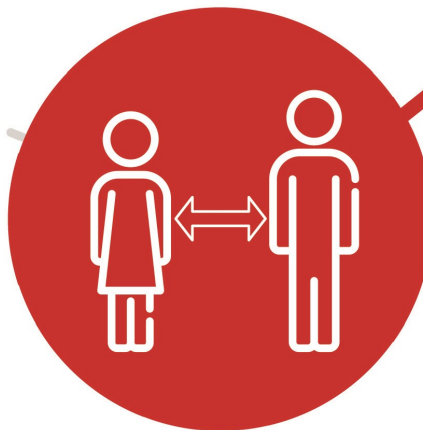
## BY APPOINTMENT ONLY

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 prior to attending your meeting.



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