PRACTICE GOOD HYGIENE
- Wash your hands with soap and water (or use sanitizer)
- Avoid touching your face
- Sneeze or cough into a tissue or the inside of your elbow
- Frequently disinfect used items and surfaces

COVID-19 OFFICE SAFETY

STAY HOME AND CONTACT YOUR SUPERVISOR IF YOU ARE EXPERIENCING ANY OF THE FOLLOWING:
- 100.4 fever or higher
- New cough or shortness of breath
- New loss of taste or smell
- Have had close contact with someone who tested positive for COVID-19
- Are awaiting COVID-19 test results
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat

MAINTAIN 6 FT PHYSICAL DISTANCE
- When not feasible, use a face covering (ex. bandana or mask)
- Limit 2 people per office
- No more than 10 people in one room (even with 6 ft spacing)
- Communal break areas will be restricted
- Minimize ride-sharing. When ride-sharing, ensure adequate ventilation