

**WELCOME  
AND  
ARRIVAL**

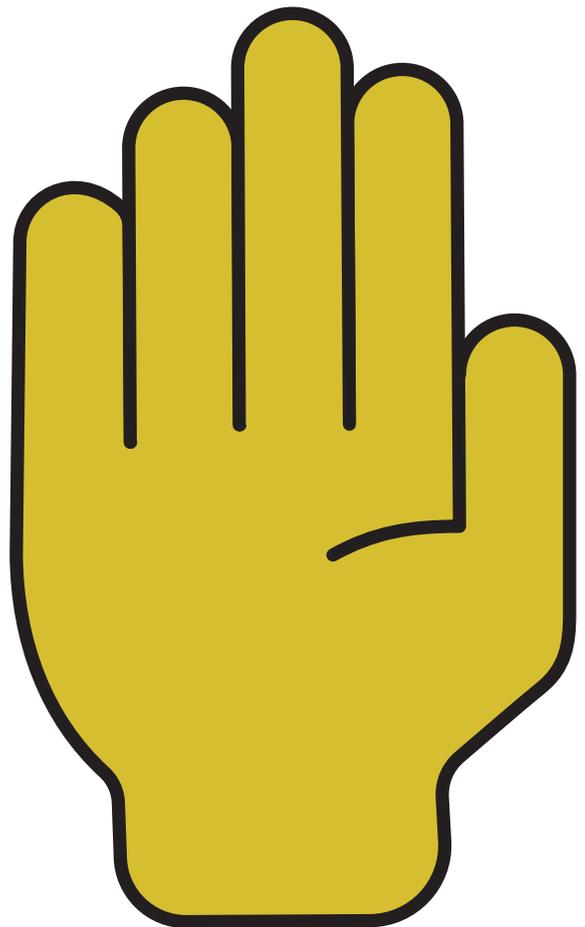
# Welcome back!

We're glad to see you. We've made  
some changes around the office,  
as indicated on the posted signs.



# Thank you for visiting

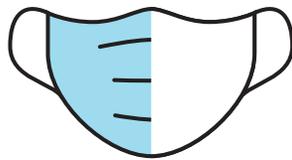
Unfortunately, we are not  
hosting guests at this time.  
Please call or email us instead.



# Help us reduce the spread!

## Please wear a mask

They help prevent germs from spreading.



## No handshakes or high fives

Try waving instead!



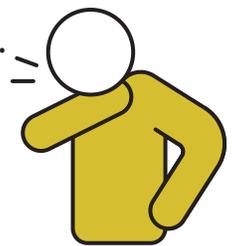
## Wash hands thoroughly

Follow the CDC guidelines.



## Cover your cough or sneeze

Use a tissue or your elbow.



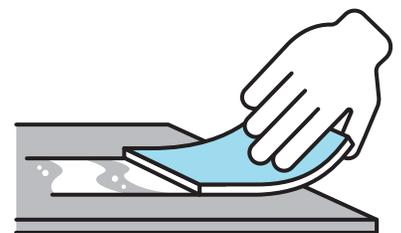
## Don't touch your face

Have an itch? Use a tissue.



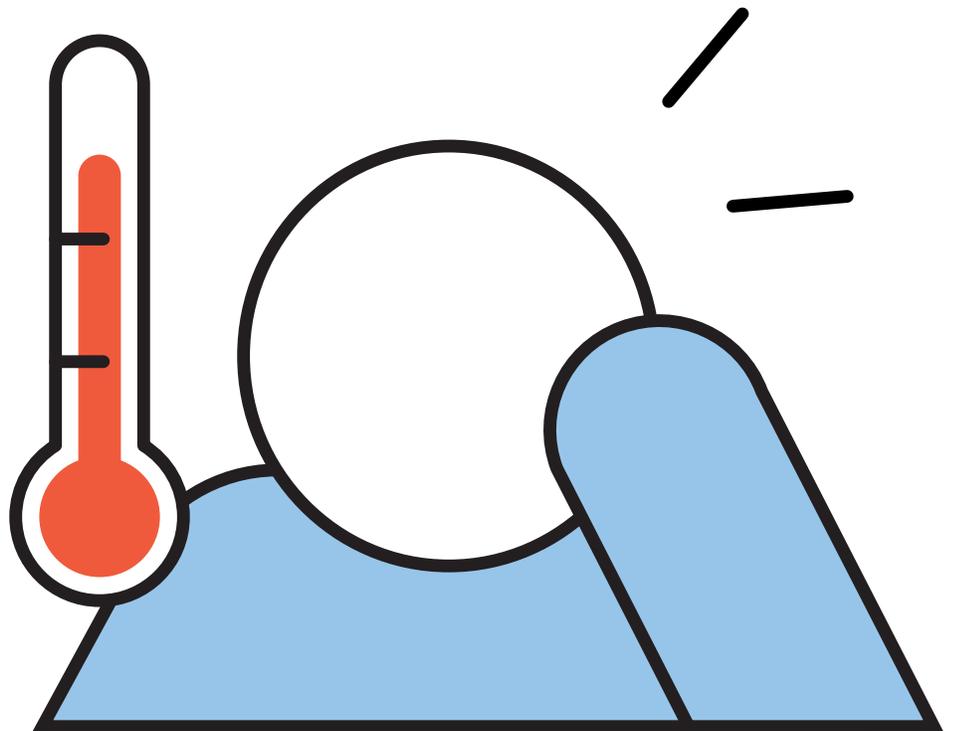
## Avoid touching surfaces

Use a tissue or paper towel instead.

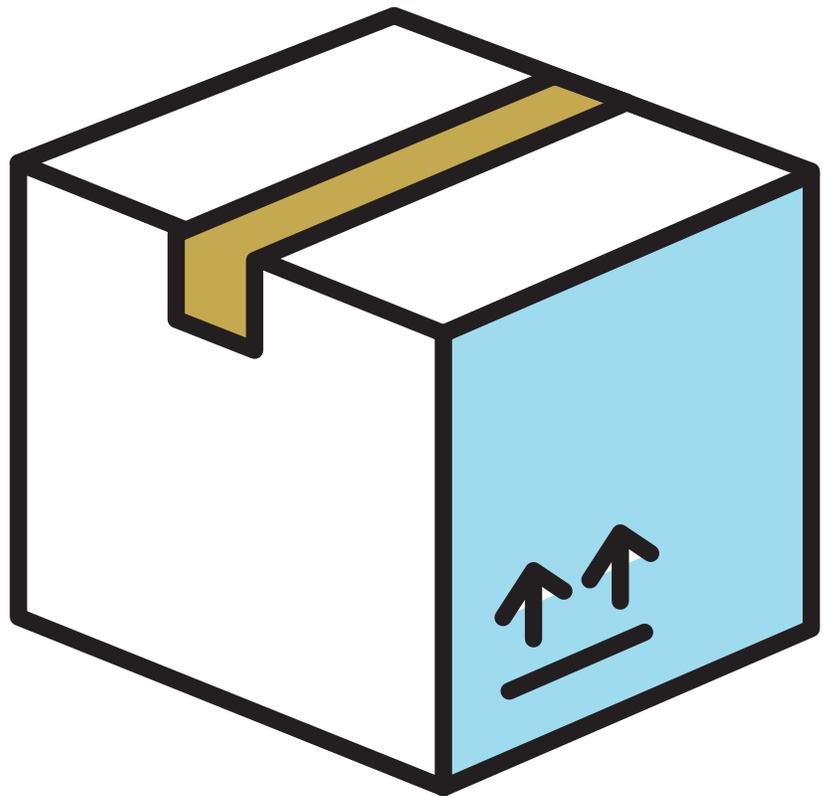


# Not feeling so well?

Please go home. Notify your  
doctor if you experience  
symptoms of COVID-19.

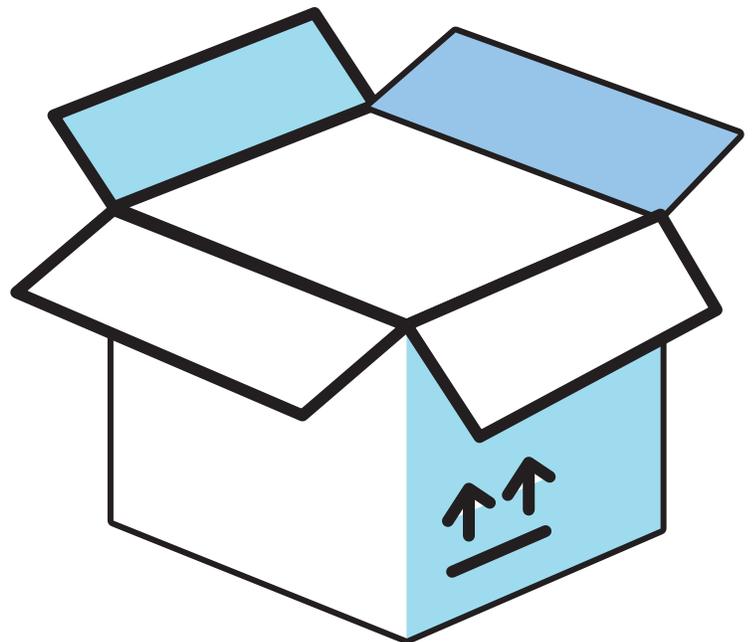


**Please leave  
deliveries here**



# Arriving Packages

- 1** Unbox package with gloves
- 2** Dispose of packaging here
- 3** Use sanitizer when you are done



# Traveled recently?

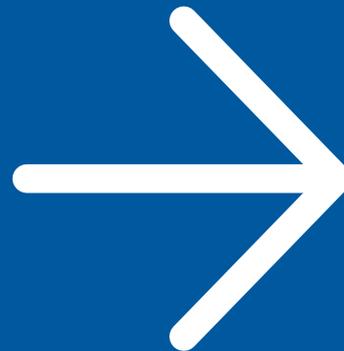
Please notify the receptionist of any recent domestic or international travel.



# CIRCULATION

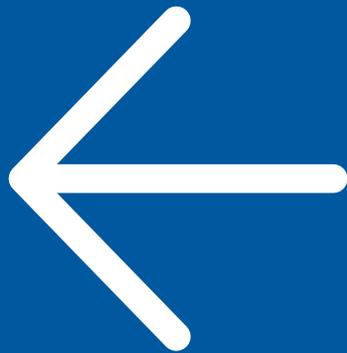
# One Way

This way please.  
Except during Emergency.



# One Way

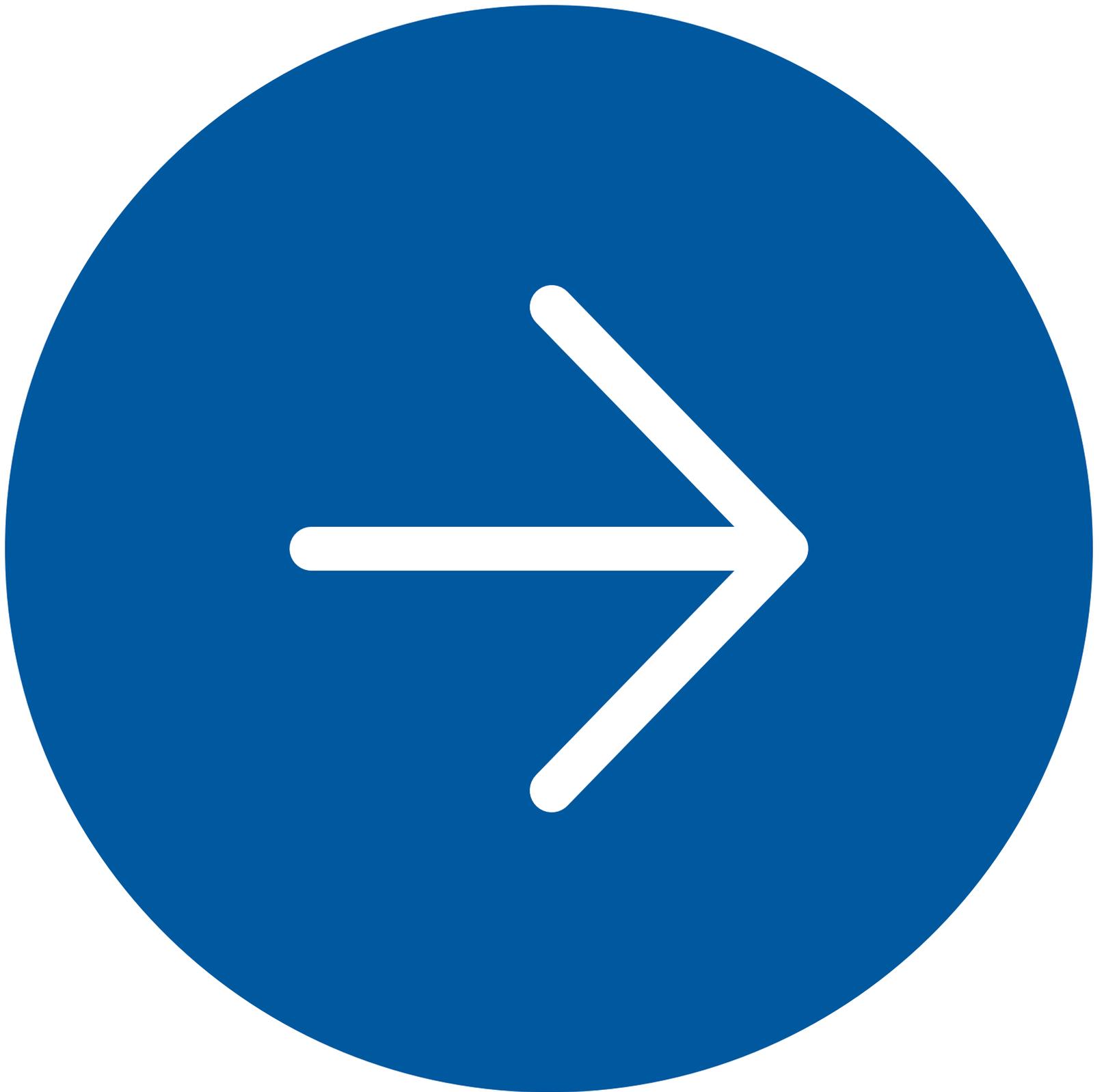
This way please.  
Except during Emergency.





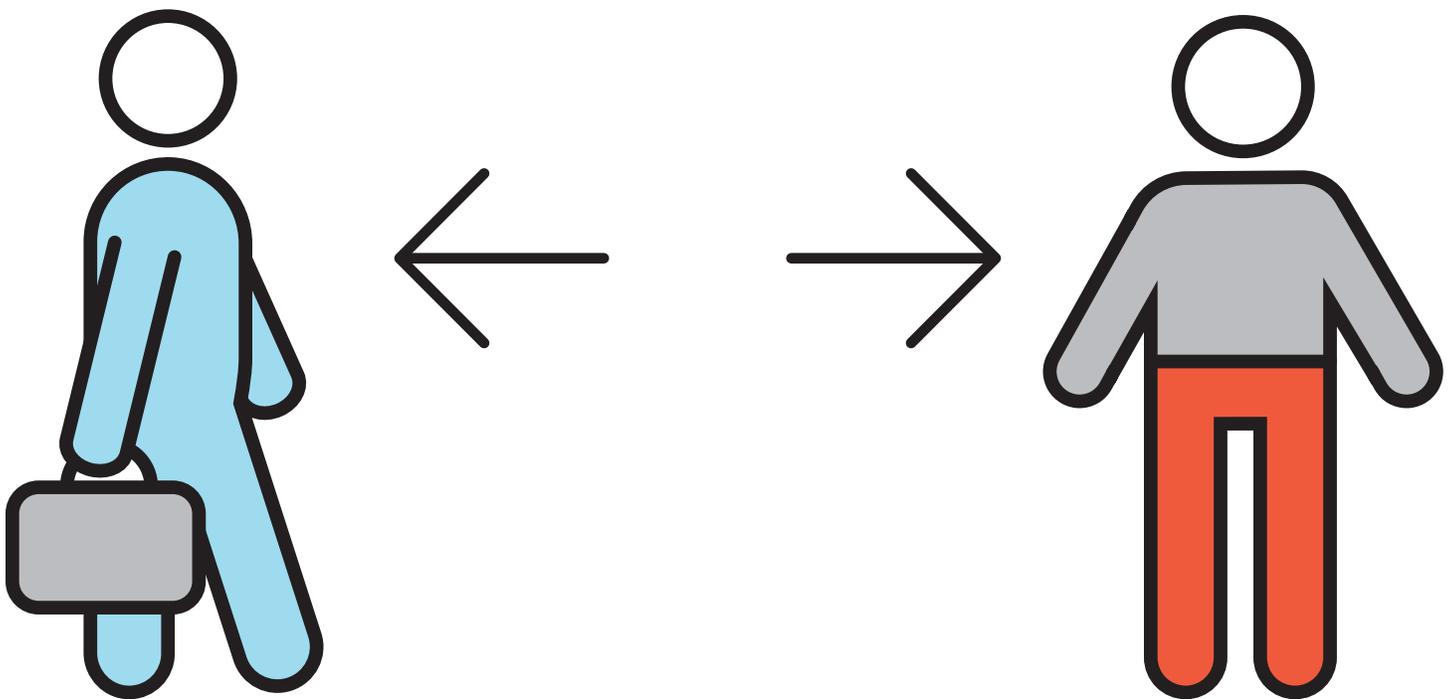
# One Way

This way please.  
Except during Emergency.



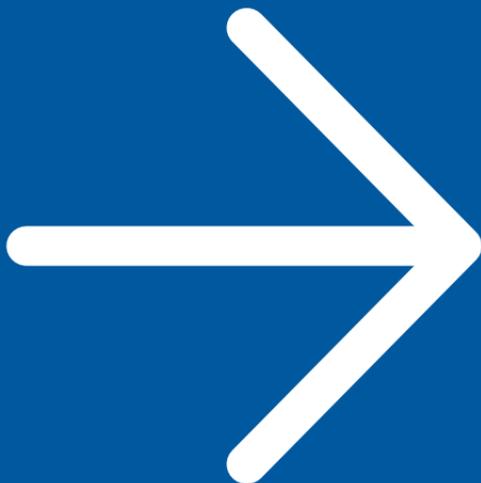
# Time to spread out!

Please remember to practice physical distancing.



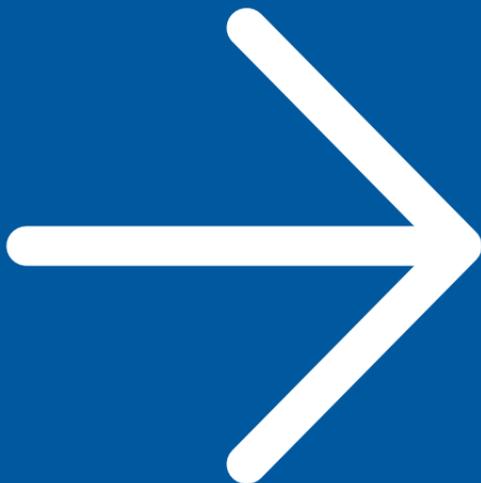
# One Way

Please use other door.  
Except during Emergency.



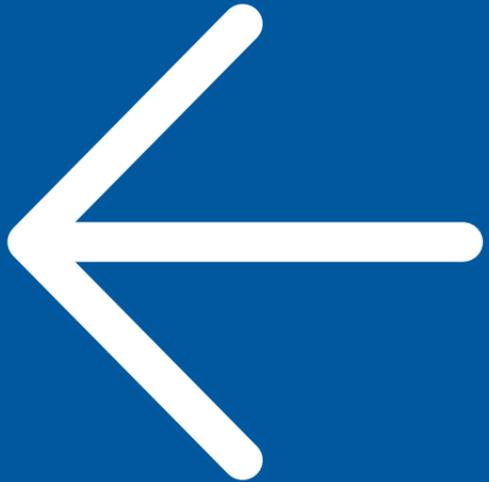
# This entrance is closed

Please use other door.  
Except during Emergency.



# This entrance is closed

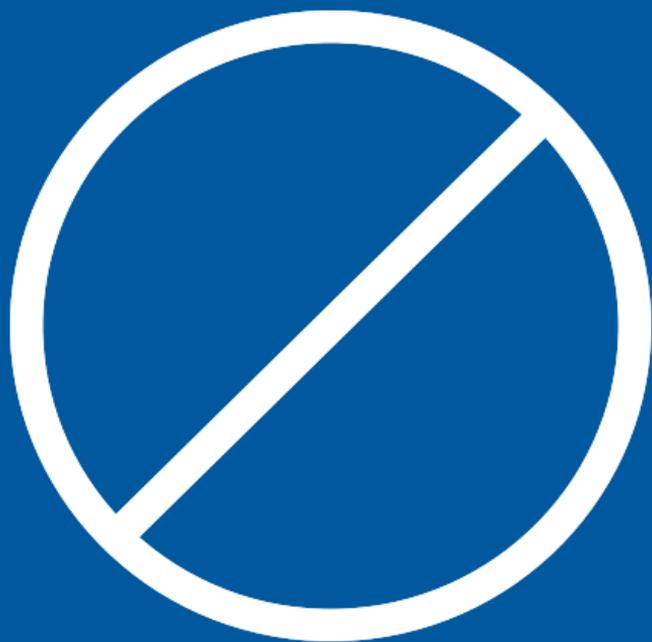
Please use other door.  
Except during Emergency.



**Do not  
enter**



**Not in  
use**





**Not in  
use**

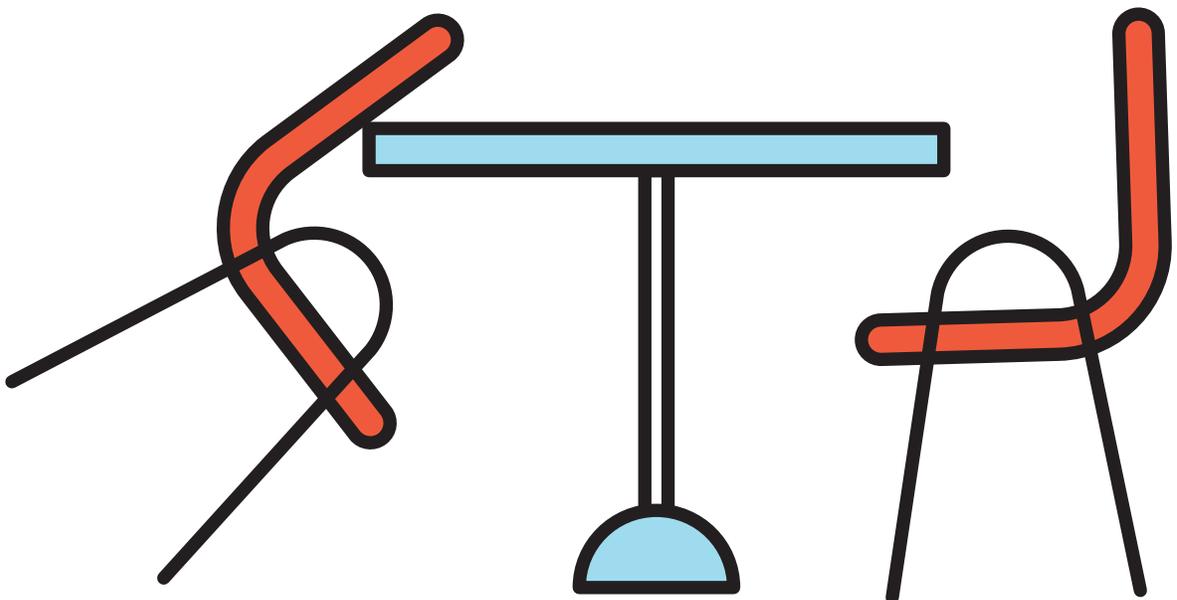
**Not in  
use**



# PANTRY AND BREAK ROOM

# Our cafe is closed

Sorry for the  
inconvenience.



# Time to spread out!

Only one person per table  
or booth, and, maintain  
physical distancing at counters.



**Our pantry  
is disinfected  
regularly**



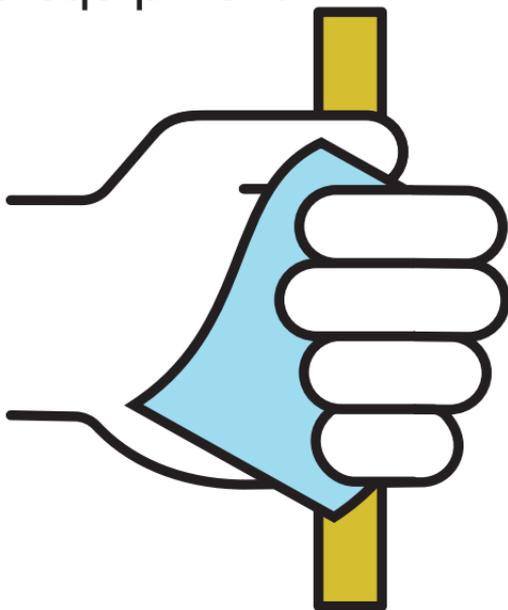
# Please don't leave dishes in sink

Clean them well with dish soap.  
While you're at it, wash your  
hands for 20 seconds.

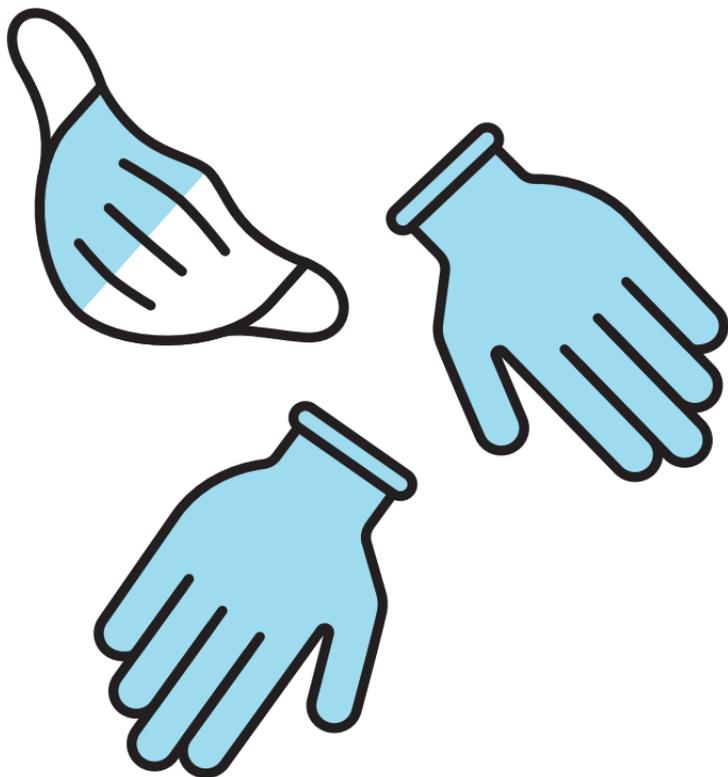


# Be careful touching surfaces

Use a tissue or paper towel  
to open doors, cabinets,  
and other shared equipment  
or appliances.



**Please dispose  
of masks and  
gloves here**



**This area  
is disinfected  
regularly**



# Not in use

Sorry for the  
inconvenience.

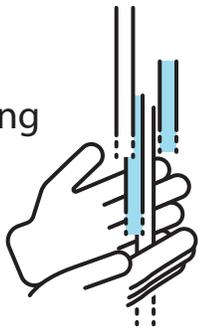


**RESTROOMS**

# Please wash your hands!

## Wet

Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap.



## Lather

Rub hands together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



## Scrub

Wash hands for at least 20 seconds.

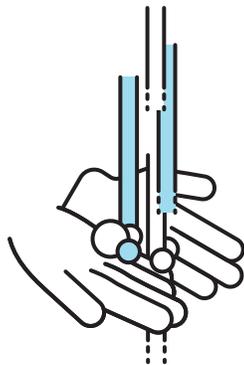


### Need a timer?

Hum the “Happy Birthday” song from beginning to end twice.

## Rinse

Rinse hands well under clean running water.



## Dry

Dry hands using a clean towel or air dry them.

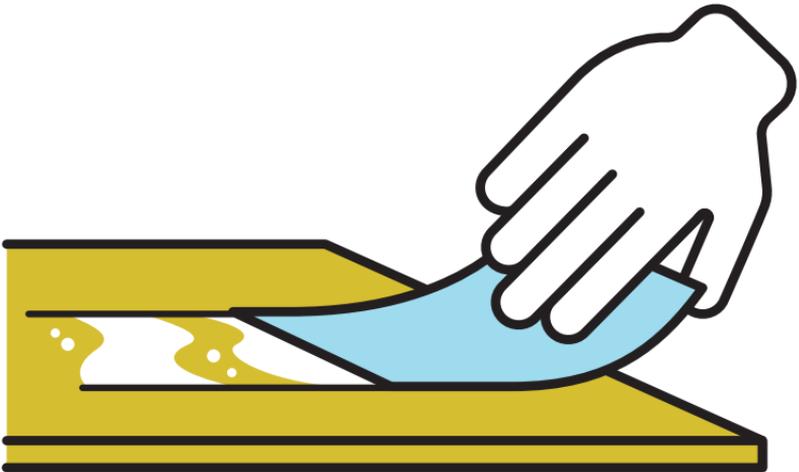


**This restroom  
is disinfected  
regularly**



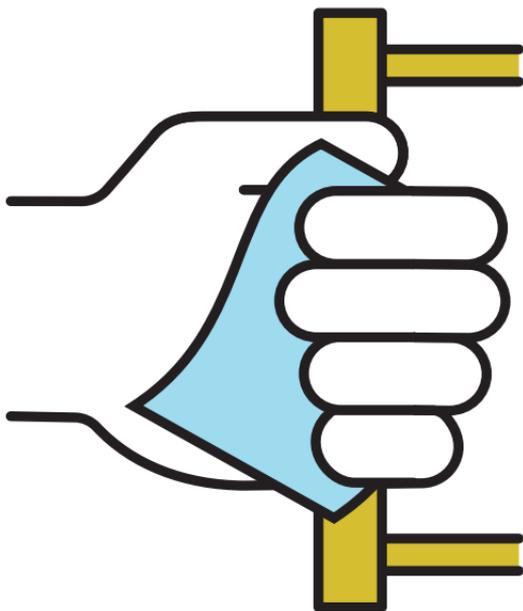
# Wipe surfaces before and after use

Be considerate of others.



# Be careful touching surfaces

Use a tissue or paper towel  
to open doors and cabinets.



**Please dispose  
of masks and  
gloves here**



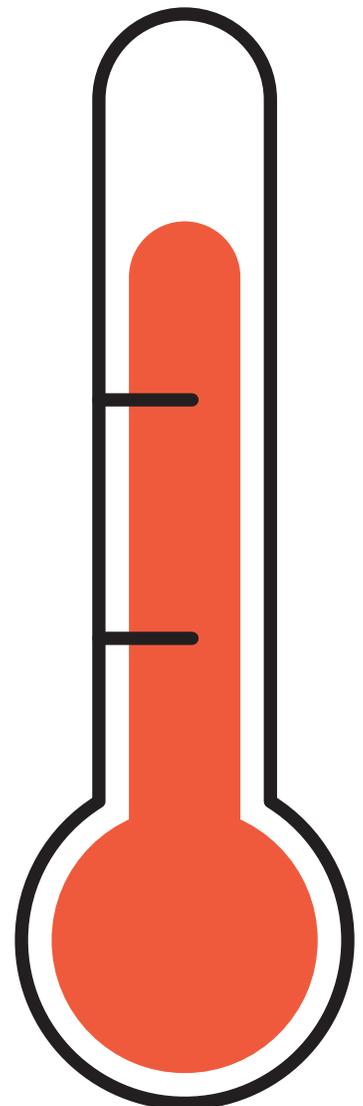
**Not in  
use**



# **WELLNESS AND WELL- BEING**

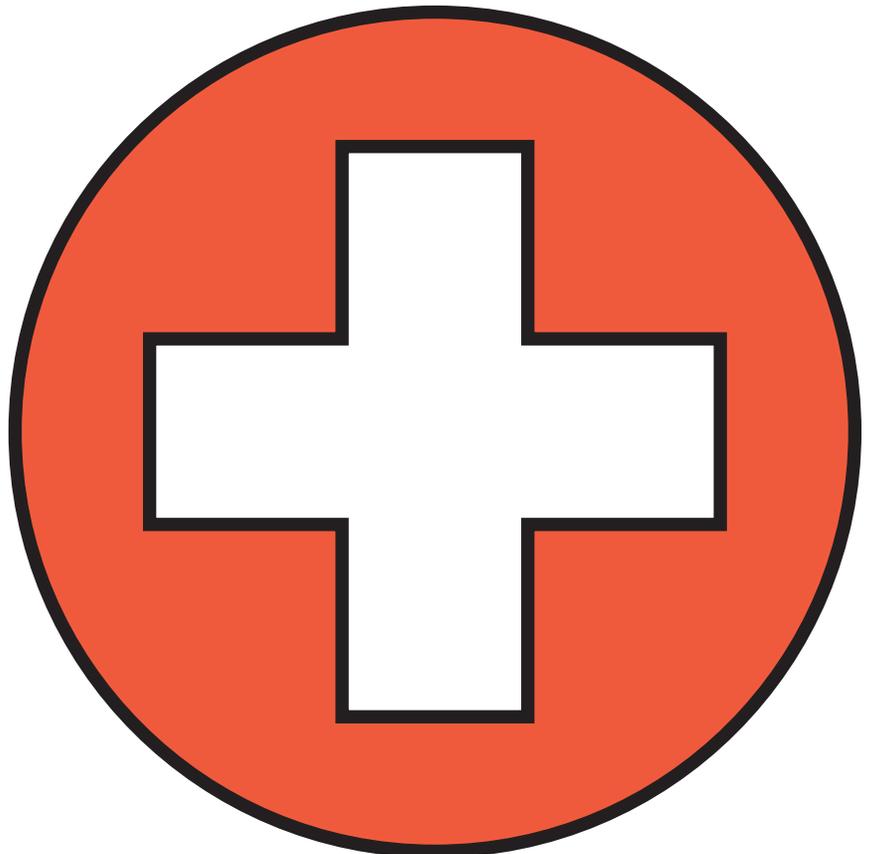
# Temperature Checkpoint

Please follow instructions  
from staff.



# Quarantine Area

Please follow instructions  
from staff.



# First Aid Room

Authorized access only.





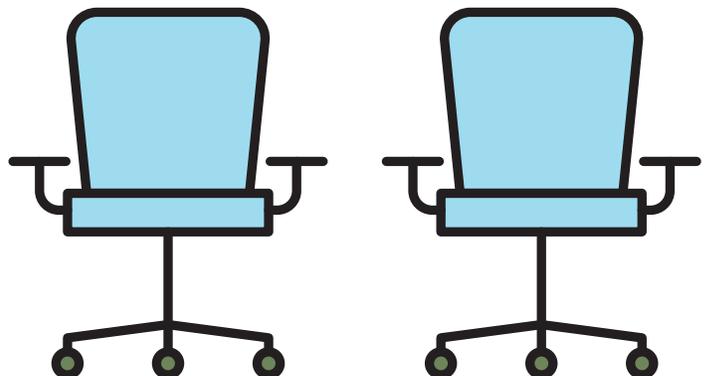
This room is only big enough  
for **1 person** at a time.



# **INDIVIDUAL AND GENERAL WORK AREAS**

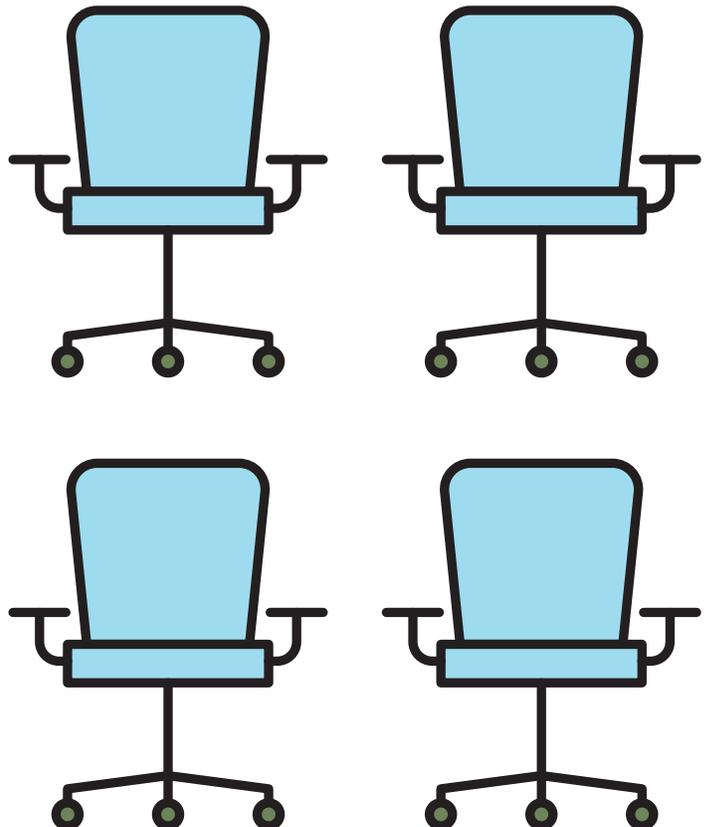


Room maximum is **2 people**.  
Please do not add chairs.



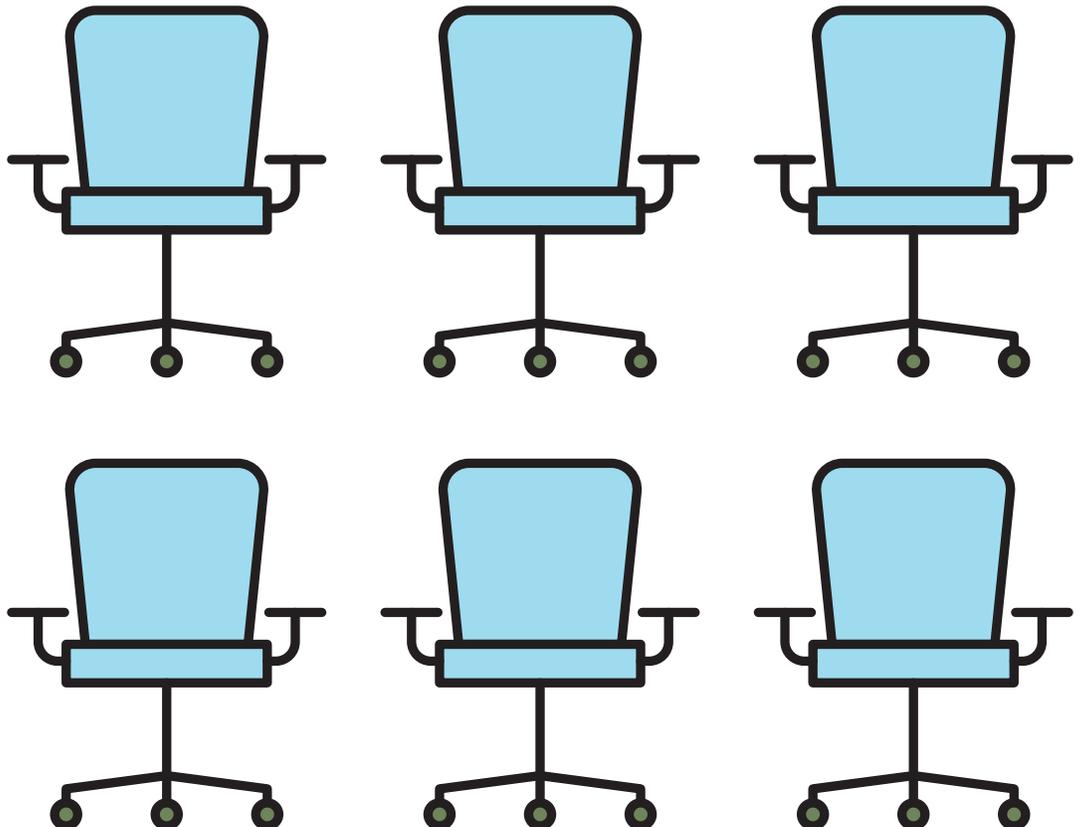


Room maximum is **4 people**.  
Please do not add chairs.



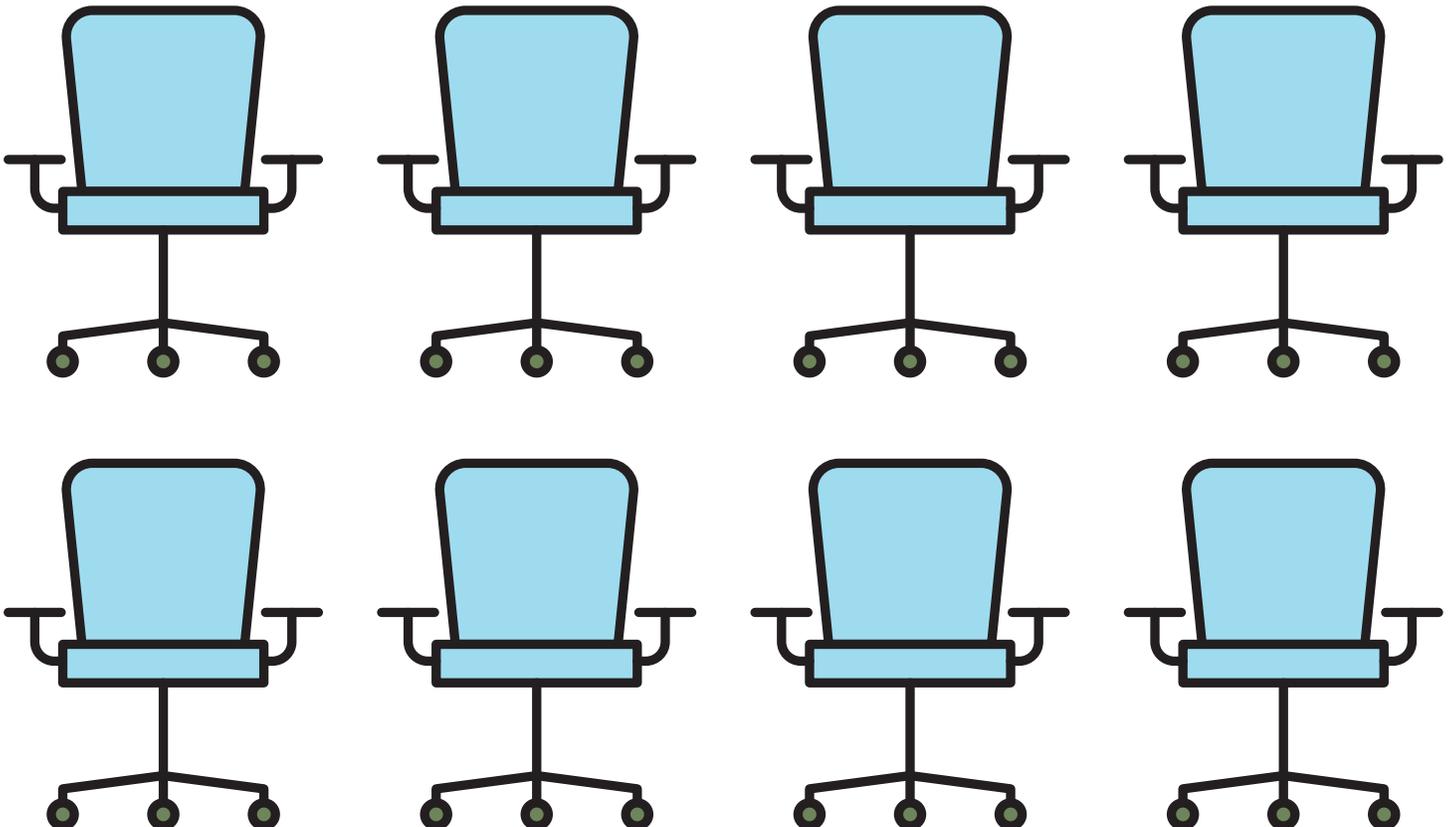


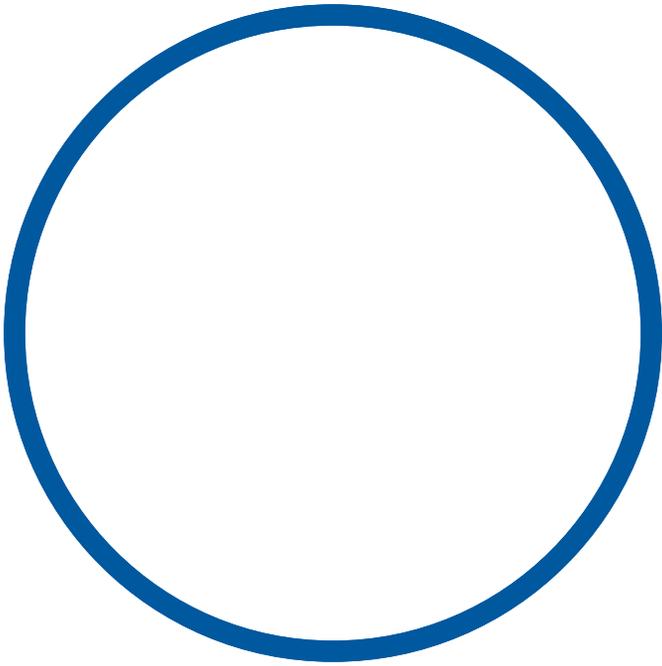
Room maximum is **6 people**.  
Please do not add chairs.





Room maximum is **8 people**.  
Please do not add chairs.



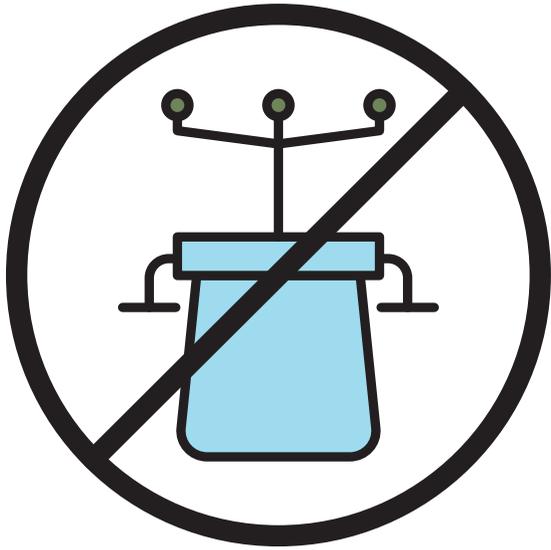


Room maximum is \_\_\_\_ **people.**

**Please do not add chairs.**

Please follow guidance in accordance with CDC,  
state and local jurisdiction for physical distancing.





**Seat not  
in use**

**Seat not  
in use**



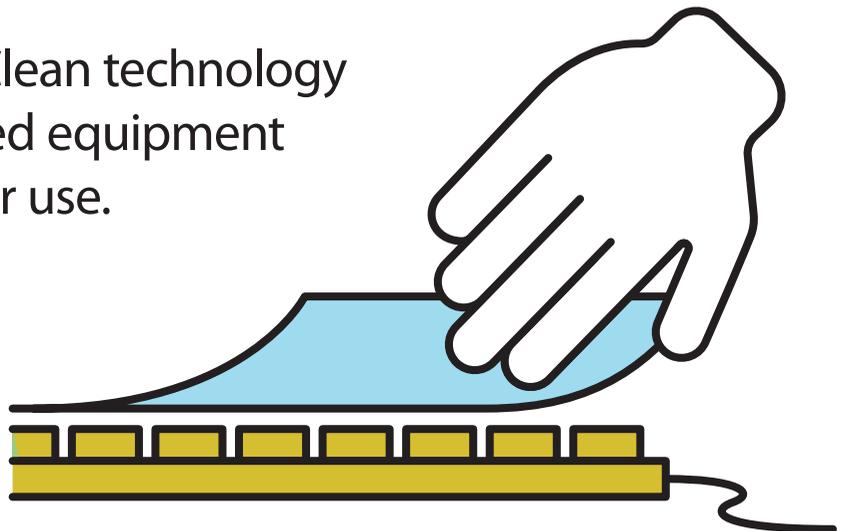


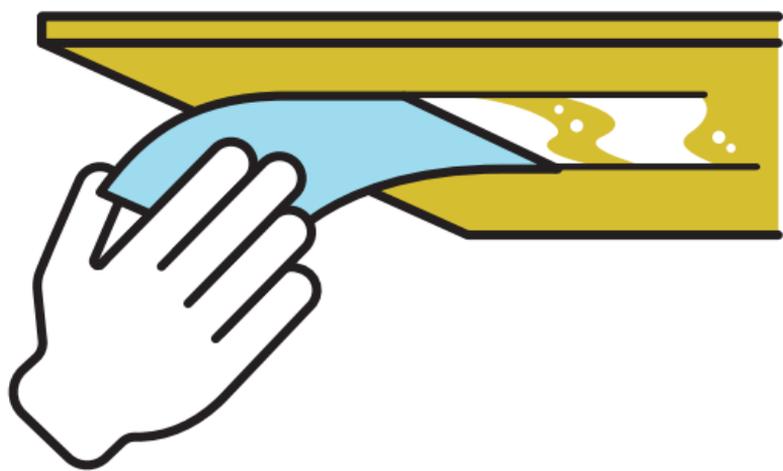
Be respectful. Clean technology  
and other shared equipment  
before and after use.

# Avoid touching shared surfaces

# Avoid touching shared surfaces

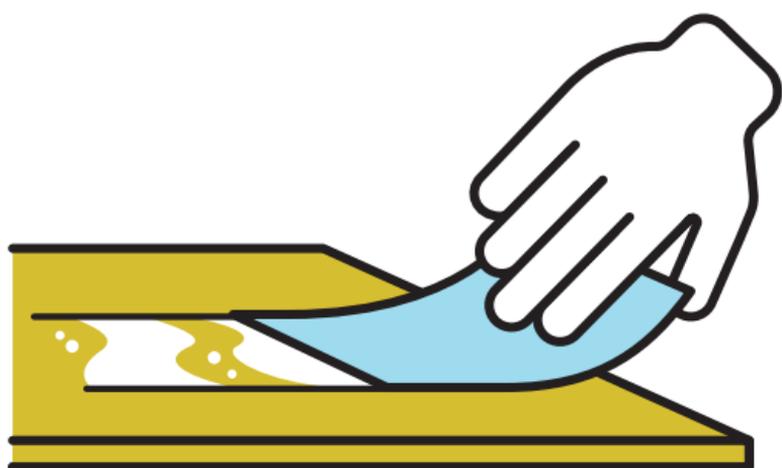
Be respectful. Clean technology  
and other shared equipment  
before and after use.

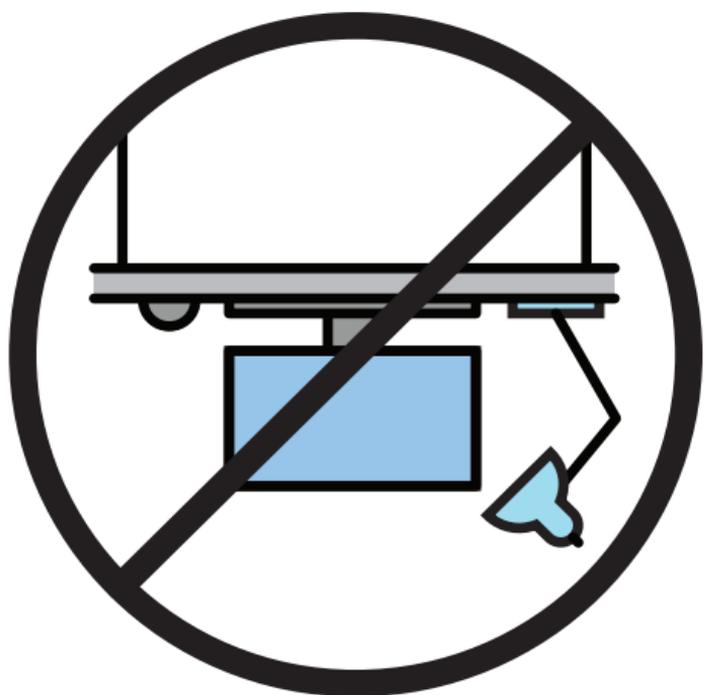




**This surface  
was recently  
disinfected**

**This surface  
was recently  
disinfected**





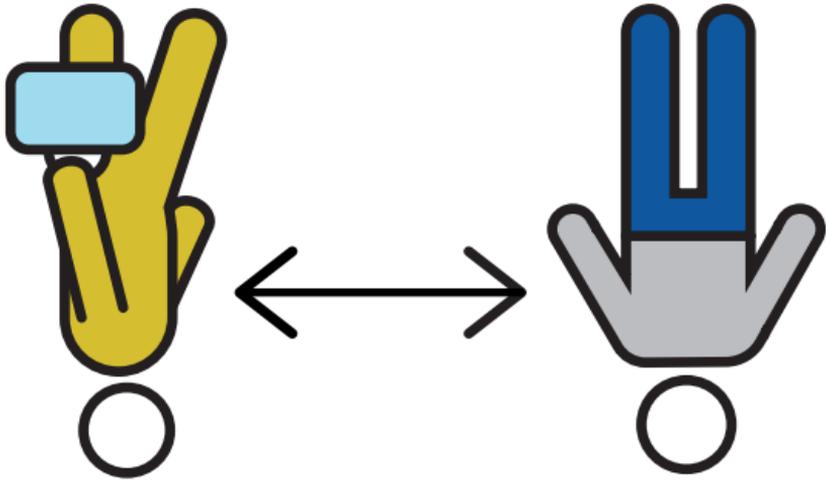
We're keeping people spaced apart.

**Desk not  
in use**

**Desk not  
in use**

We're keeping people spaced apart.



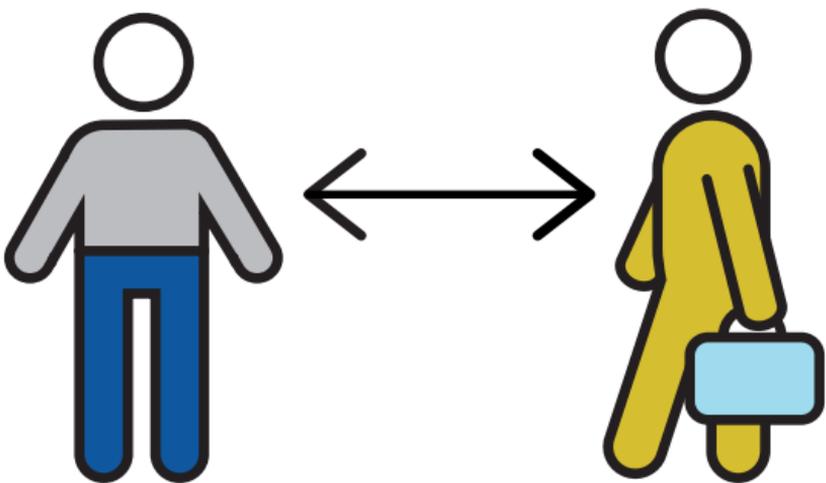


Please remember to practice physical distancing.

**Keep your distance**

**Keep your distance**

Please remember to practice physical distancing.





# Wipe surfaces before and after use

Be considerate of others.

