Workplace Guidelines

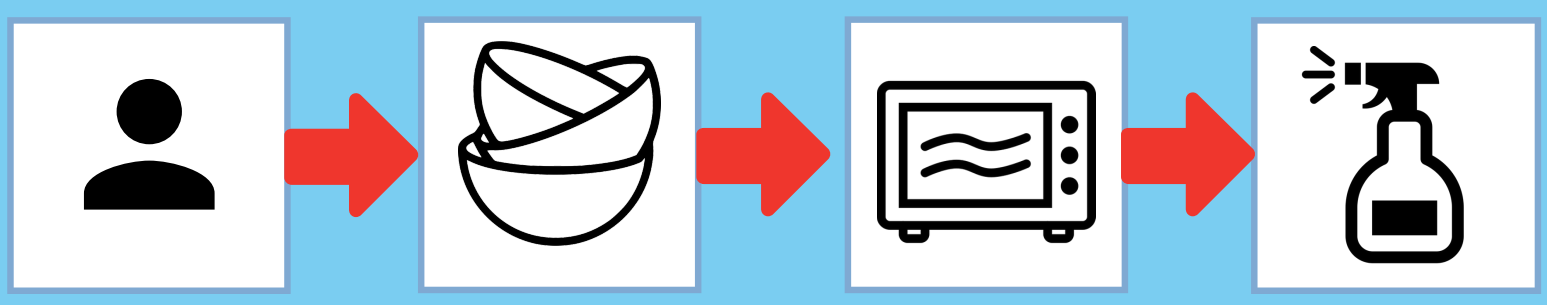
Building Protocols

1. Sanitize Hands Upon Every Entry and Exit to the Building
2. Sign in and Out With Security
3. Follow All Social Distancing Rules While in the Lobby
4. No More Then Two People in the Elevator at a Time
5. Use West Staircases to go up and East Staircases to Exit

Office Protocols

- Follow All Social Distancing Rules While in The Office
- Always Wear a Mask When Walking Around The Office
- Use Own Keyboard and Mouse
- Sanitize Your Work Station After Every Shift
- One Person in the Quiet Room at a Time

Kitchen Protocols



- One Person at a Time
- Use Own Dishes and Cutlery
- Wipe Down All Appliances Used
- Wipe Down All Surfaces Touched

Washroom Protocols

First Door Must Always Stay Open

Two People Max and Announce Yourself Before Entry

Follow All Social Distance Markers in the Washroom

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