Employee Behavioral Expectations for the Office

- ☐ **When possible, try to remain 6 feet from other people at all times.**
- ☐ No Handshakes - introduce a new office handshake/hug that is touchless.
- ☐ Don't bring personal belongings from home to the office.
- ☐ Use common sense when coughing or sneezing:
    - Cover your mouth with a tissue
    - Through the tissue away in a lined bin
    - Immediately wash your hands
- ☐ Follow Company protocols for cleaning your desk and workspace.
- ☐ Wash hands frequently, for 20 seconds, and especially after touching any common area surfaces.
- ☐ When possible, take a separate elevator when arriving/departing the building.
- ☐ Don't carry around your laptop in the office or at home.
- ☐ Don't have deliveries sent to the office (amazon, magazines, mail, etc.).
- ☐ Wear your mask or other Company-provided PPE whenever you leave your desk or workspace.
- ☐ Utilize office restrooms one at a time.
- ☐ Avoid gatherings in any spaces, including in break areas or hallways.
- ☐ When possible, continue to use alternatives to face-to-face communication (*e.g*. phone call or email) when communicating with co-workers and others.
- ☐ If you are experiencing *any* of the following, DO NOT come to work and immediately report to your supervisor:
    - Persistent cough
    - Shortness of breath, trouble breathing
    - Fever or high temperature
    - Chills or inexplicable muscle pain
    - Sore throat
    - Recent loss of taste or smell
    - **Or** if you have been exposed to someone who has tested positive for COVID-19