

FACILITY ACCESS & SECURITY

a few things have changed

Use of conference rooms

1

ONLY CERTAIN CONFERENCE ROOMS WILL BE AVAILABLE DURING PHASE I OF REINTEGRATION.



2



CONFERENCE ROOMS AREN'T TO BE USED FOR BREAKS OR PRIVATE WORKSPACE.

3

WHEN POSSIBLE, USE ONLINE COLLABORATION TOOLS OR CONFERENCE CALLS, RATHER THAN MEETING IN PERSON.



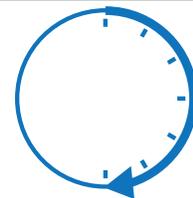
4



OCCUPANCY MUST BE LIMITED TO ALLOW FOR SOCIAL DISTANCING. SAFE OCCUPANCY LOAD WILL BE POSTED FOR EACH ROOM. FACE COVERING IS REQUIRED.

5

RESERVE ROOMS AN ADDITIONAL 30 MINUTES BEFORE & AFTER A SCHEDULED MEETING TO ALLOW USERS TO SANITIZE SPACE.



6



DISINFECT BEFORE & AFTER USE IN CONFERENCE ROOM:

- tables
- door handles
- chair armrests
- whiteboard markers
- remotes

DISINFECTANT WIPES & HAND SANITIZER ARE AVAILABLE IN CONFERENCE ROOMS. USERS NEED TO SANITIZE ANY CONTACT AREAS.

Review details in the Pandemic Response Business Continuity & Reintegration Plan and the Facility Use Policy, available on SharePoint and in UltiPro. Please share questions with your supervisor.