

Keep Your Workplace Safe!



1. ALWAYS WEAR A MASK



2. SOCIAL DISTANCE: 6 Foot Rule

We have marked the areas in our office to follow the 6-foot rule social distancing protocol. Thank you for following the guidelines and floor markings.



3. PRACTICE GOOD HYGIENE

- *Wash your hands often.*
- *Hand Sanitizer is available for your use: don't hesitate to use it.*
- *Clean your phone often.*



4. FOR YOUR PEACE OF MIND

- *Surfaces and touchpoints are disinfected frequently throughout the day.*
- *Minimize person to person contact [to include handshakes & hugging]*



5. CONTACT TRACING

... Everyone must sign in & provide: Name & Contact Number
... DPHSS does review this information. Thank you for your cooperation!



6. STAY HOME IF...

... If you are sick.
... If you are caring for someone who is sick.

