

# STAY SAFE IN THE OFFICE

Protect Yourself and Others From COVID-19

- ✓ Wash hands frequently and avoid touching your face
- ✓ Use hand sanitizer when hand washing is not an option

**NOTE:** hand sanitizer stations are located

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- ✓ Stay six feet away from others, whenever possible
- ✓ Wear a mask in the office, whenever possible
- ✓ If you must cough, direct your cough into your sleeve or a tissue
- ✓ Do not enter elevators if there are already more than \_\_\_ occupants (max \_\_\_ per elevator)
- ✓ If you feel ill, do not come to work

**NOTE:** If you are feeling anxious or stressed, call

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