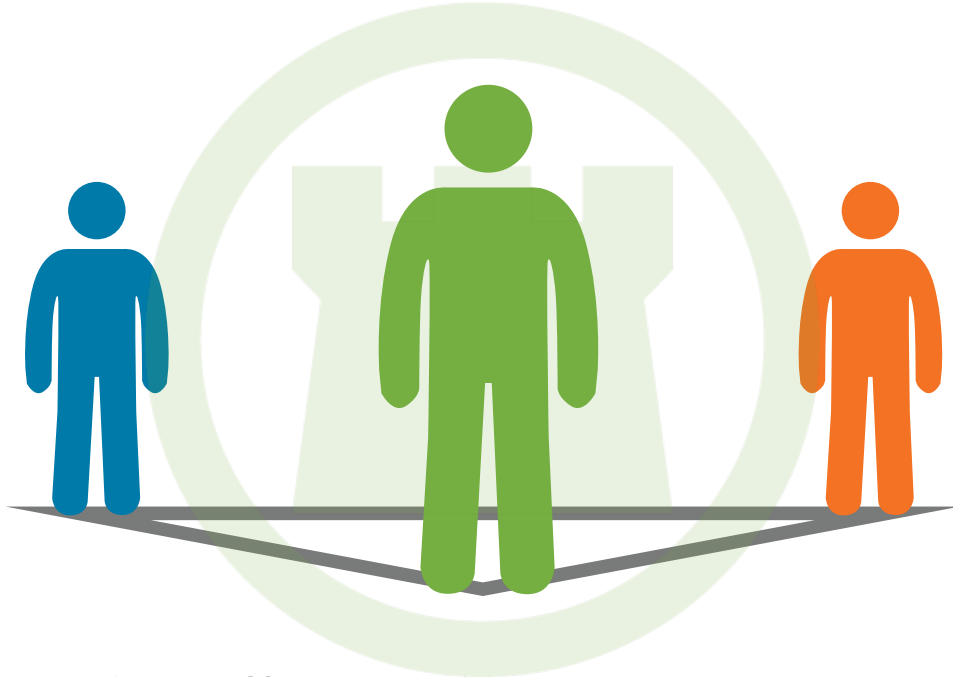




PROTECTIVE MEASURES AGAINST THE CORONAVIRUS

MAINTAINING SOCIAL DISTANCE



Required In-Office Employee & Visitor Practices:



**WASH HANDS OFTEN &
DO NOT SHAKE HANDS**



**CLEAN & DISINFECT
AREAS OFTEN. DO NOT
SHARE PENS & SUPPLIES.**



**COVER MOUTH &
NOSE WHEN YOU
COUGH OR SNEEZE**



**DO NOT ENTER IF
YOU HAVE A COUGH
OR FEVER.**

ALWAYS KEEP YOUR DISTANCE TO STAY SAFE

Keep a safe & healthy distance of at least six feet.
Do not shake hands or make any unnecessary physical contact.

Only individuals required to sign will be permitted to attend signing appointments.