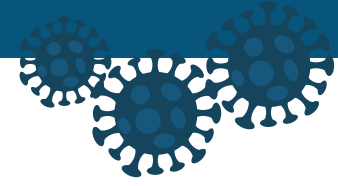


HELP REDUCE THE SPREAD OF COVID-19



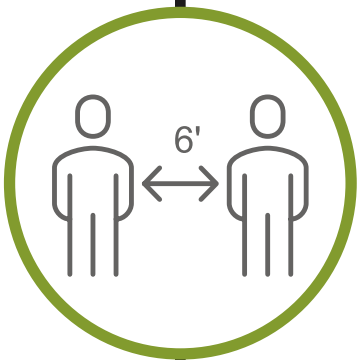
PERSONAL HYGIENE PROTOCOLS

START OF THE DAY



- Wash hands thoroughly with soap and water as soon as you enter
- Dust off your monitor, mouse and keyboard
- Spray and wipe down your desk with paper towel
- Spray and wipe down common surfaces & equipment for FIRST use

THROUGHTOUT THE DAY



- Wash hands after accepting / opening packages and deliveries
- Wash hands BEFORE & AFTER lunch
- Wash hands BEFORE & AFTER using restrooms
- Wash hands after coughing or sneezing
- Maintain a minimum of 6' space from others

END OF THE DAY



- Wash hands thoroughly with soap and water BEFORE you leave
- Spray and wipe down common surfaces & equipment for LAST use