**Facial Coverings:**
A mask (preferably cloth), scarf, bandana or other such facial covering shall be worn upon entering and leaving the office building, in halls, walkways, stairwells, elevators, meeting rooms and restrooms.

**Physical Distancing**
Employees are required to maintain a minimum distance of 6 feet from others at all times.

**Personal Hygiene**
Frequent hand-washing with soap and water is required. Vigorous washing for no less than 20 seconds is recommended.

**Things to avoid:**
- Avoid touching your face
- Avoid handshakes and hugs
- Avoid touching frequently used objects and surfaces
- Avoid sharing cellphones, pens, computers and work areas
- Avoid sharing papers and physical objects during meetings