

The health and safety of our team members is our priority. During this time, we must take additional safety measures to reduce the risk of community spread for those who continue to come onsite and provide a safe financial future for the organization. Please incorporate and follow the practices listed below.

### Personal Safety Precautions

- Practice social distancing by keeping at least 6ft/2m from others and limit opportunities for close contact.
- Wash your hands frequently for at least 20 seconds.
- Monitor your personal health and [stay home](#) if you are experiencing cold or flu-like symptoms (fever, dry cough and/or shortness of breath).
  - Measure your temperature twice a day to check for fever (temperature of 99° F (37.2° C) or above).
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Sneeze and cough inside the elbow instead of hands.

### Food/Beverage Precautions

- Bring your own food and beverages from home.
- Use disposable coffee cups.
- Don't bring in food to share with team members.
- Avoid using water fountains.
- Stop non-critical workplace services (i.e. vending services).

### Workplace Sanitation and Safety

- Re-schedule any non-essential in-person meetings with visitors to our offices and plants. Prior to an essential [visitor coming onsite](#), provide [health screening form](#) and follow [onsite visitor guidelines](#) instructions.
- Disinfect shared areas/equipment after each use.
- As appropriate, wear personal protective equipment (i.e. gloves for those receiving deliveries, etc)
- Limit touching shared surfaces with bare hands – wear gloves, use paper towels, and prop open doors (where fire codes allow).
- When possible, don't use other team members' phones, keyboards, desks, pens, workstations, tools, equipment, etc.

### Additional Precautionary Measures for Leadership Teams

- Provide water bottles and snacks for onsite team members.
- Use staggered work shifts and or alternate days if possible.
- Disinfect shared workspaces between shifts.
- Ensure instructions around proper handwashing, social distancing, etc. are displayed in restrooms/communal areas.
  - Resources for printing: [CDC posters](#), [WHO posters](#)
  - Short, informational videos you can share with your team members: [CDC videos](#), [WHO video](#)