

**OFFICE GUIDELINES FOR
COVID-19 MITIGATION**

AS YOU'RE AWARE, THE CENTERS FOR DISEASE CONTROL AND PREVENTION HAS PROVIDED CRUCIAL GUIDANCE TO HEALTH-CARE FACILITIES GLOBALLY REGARDING COVID-19.

WE'RE COMMITTED TO TAKING EVERY POSSIBLE MEASURE TO MINIMIZE VIRAL EXPOSURE WITHIN OUR WORKSPACE, AND WE REQUEST YOUR COOPERATION IN ADHERING TO THESE MEASURES.

KINDLY UTILIZE THE HAND SANITIZER PROVIDED UPON ARRIVAL AT OUR OFFICE.

PLEASE SANITIZE YOUR HANDS BEFORE USING ANY PENS FOR COMPLETING DOCUMENTS.

AFTER VISITING THE RESTROOM OR LEAVING AND REENTERING OUR OFFICE, USE THE PROVIDED HAND SANITIZER AGAIN.

IF YOU'RE EXPERIENCING A FEVER, COUGH, OR BREATHING DIFFICULTIES, PLEASE NOTIFY US IMMEDIATELY.

PLEASE BE AWARE THAT WE'RE IMPLEMENTING SOCIAL DISTANCING PRACTICES, WHICH INCLUDES AVOIDING HANDSHAKES, TO MINIMIZE THE RISK OF COVID-19 TRANSMISSION.

INFORM US IF YOU'VE TRAVELED OUTSIDE THE U.S. TO CDC LEVEL 3 WARNING COUNTRIES, SUCH AS ITALY, SOUTH KOREA, IRAN, AND CHINA (AS OF MARCH 5, 2020).

ALSO, NOTIFY US IF YOU'VE TRAVELED WITHIN THE U.S. RECENTLY.

THANK YOU FOR YOUR UNDERSTANDING AND COOPERATION WITH THESE OFFICE GUIDELINES.