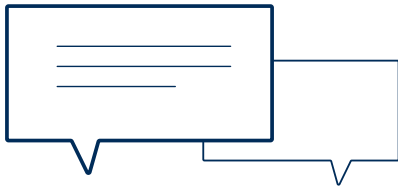


# The Safe Zone

Creating an effective workplace while maintaining social distancing and embracing our “new normal.”

## 01 COMMUNICATION

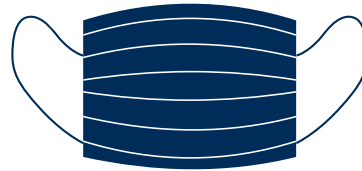


### Flexibility.

Propose a schedule that works for you and discuss with your manager.

What can you do effectively and efficiently from home?  
What tasks are more effective in the office?

## 02 WORKPLACE SAFETY



### Keep yourself and coworkers safe.

Self monitor.

Stay at home if you are sick or if individuals in your household are sick.

Temperature screening is required.

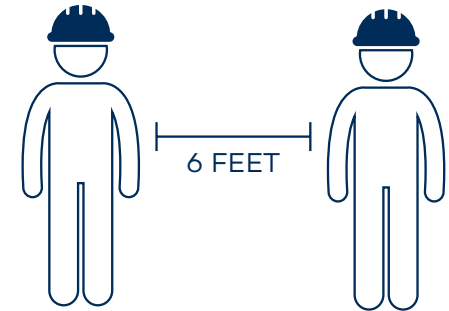
Sanitizing stations are available.

It is required that you wear a mask at all times while inside the office.

Wipe down your workspace regularly.  
[Deep-cleaning will occur once a week.]

No external visitors are permitted without prior approval.

## 03 KEEP YOUR DISTANCE



### Work 6 feet apart.

Maintain a 6 foot distance at all times.

Continue to use Skype for meetings even when you are in the office.

Follow the signs.

Adhere to the revised maximum capacity in conference rooms and collaboration spaces  
[A ten person conference room can now only serve four.]

Eat at your desk.