WELCOME AND ARRIVAL
Welcome back!

We’re glad to see you. We’ve made some changes around the office, as indicated on the posted signs.
Thank you for visiting

Unfortunately, we are not hosting guests at this time. Please call or email us instead.
Help us reduce the spread!

Please wear a mask
They help prevent germs from spreading.

No handshakes or high fives
Try waving instead!

Wash hands thoroughly
Follow the CDC guidelines.

Cover your cough or sneeze
Use a tissue or your elbow.

Don’t touch your face
Have an itch? Use a tissue.

Avoid touching surfaces
Use a tissue or paper towel instead.

For more information, go to cdc.gov/coronavirus
Not feeling so well?

Please go home. Notify your doctor if you experience symptoms of COVID-19.
Please leave deliveries here
Arriving Packages

1. Unbox package with gloves
2. Dispose of packaging here
3. Use sanitizer when you are done
Traveled recently?

Please notify the receptionist of any recent domestic or international travel.
CIRCULATION
One Way
This way please.
Except during Emergency.
One Way

This way please.
Except during Emergency.

NOTE: THERE IS A 1/4" BLEED FOR THIS SIGN. FINAL DIMENSION SHOULD BE 8" CIRCUMFERENCE.
One Way

This way please.
Except during Emergency.

NOTE: THERE IS A 1/4" BLEED FOR THIS SIGN. FINAL DIMENSION SHOULD BE 8" CIRCUMFERENCE.
NOTE: THERE IS A 1/4" BLEED FOR THIS SIGN. FINAL DIMENSION SHOULD BE 8" CIRCUMFERENCE.
Time to spread out!

Please remember to practice physical distancing.
One Way

Please use other door.  
Except during Emergency.
This entrance is closed

Please use other door. Except during Emergency.
This entrance is closed

Please use other door. Except during Emergency.
Do not enter
Not in use
Not in use
Our cafe is closed

Sorry for the inconvenience.
Time to spread out!

Only one person per table or booth, and, maintain physical distancing at counters.
Our pantry is disinfected regularly
Please don’t leave dishes in sink

Clean them well with dish soap. While you’re at it, wash your hands for 20 seconds.
Be careful touching surfaces

Use a tissue or paper towel to open doors, cabinets, and other shared equipment or appliances.
Please dispose of masks and gloves here
This area is disinfected regularly
Not in use

Sorry for the inconvenience.
RESTROOMS
Please wash your hands!

Wet
Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap.

Lather
Rub hands together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.

Scrub
Wash hands for at least 20 seconds.

Need a timer?
Hum the “Happy Birthday” song from beginning to end twice.

Rinse
Rinse hands well under clean running water.

Dry
Dry hands using a clean towel or air dry them.

Source: cdc.gov
This restroom is disinfected regularly
Wipe surfaces before and after use

Be considerate of others.
Be careful touching surfaces

Use a tissue or paper towel to open doors and cabinets.
Please dispose of masks and gloves here
Not in use
WELLNESS AND WELL-BEING
Temperature Checkpoint

Please follow instructions from staff.
Quarantine Area

Please follow instructions from staff.
First Aid Room
Authorized access only.
This room is only big enough for 1 person at a time.
INDIVIDUAL AND GENERAL WORK AREAS
Room maximum is 2 people.
Please do not add chairs.
Room maximum is **4 people**. Please do not add chairs.
Room maximum is **6 people**.
Please do not add chairs.
Room maximum is **8 people**.
Please do not add chairs.
Room maximum is ____ people.
Please do not add chairs.

Please follow guidance in accordance with CDC, state and local jurisdiction for physical distancing.
Seat not in use
Avoid touching shared surfaces

Be respectful. Clean technology and other shared equipment before and after use.
This surface was recently disinfected.
Desk not in use

We’re keeping people spaced apart.
Please remember to practice physical distancing.
NOTE: THERE IS A 1/4" BLEED FOR THIS SIGN. FINAL DIMENSION SHOULD BE 8" CIRCUMFERENCE.
Wipe surfaces before and after use

Be considerate of others.