**[YOUR LOGO HERE]**

As you are all aware, the Coronavirus has changed how we must conduct ourselves in the workplace. In the past, it was ok to shake hands, high five, and fist bump people. Now we have to be mindful of “social distancing” (staying 6 feet apart) while interacting with clients, vendors, and agents. Even simple things like offering someone a cup of coffee are now considered risky. Everyone must be aware that their actions can and will affect others.

# Important terms:

The “**Public**” refers to anyone that is not an internal employee. This means husbands, wives, children, friends, vendors, and agents shall be considered the Public.

“**Vendors**” are those who provide services to our business, like USPS and other deliveries.

**“Agents”** are those who represent our company in some capacity but are not internal employees.

# Precautions:

Follow the CDC’s hygiene guidance every day, even when not at work. If you or a family member is sick **please stay home.**

Our office is currently set up to accommodate the public, and we will be enforcing the following guidelines to ensure our compliance with the Governor’s executive order:

1. The front door will remain locked at all times.
2. A new card reader is being installed, along with an intercom system and a switch at the receptionist desk to allow the door to be opened.
3. Hand sanitizer is on a stand outside the main office door, and in other locations throughout the office.
4. All meetings making use of the conference room(s) must be scheduled. Please request and schedule all meetings with our receptionist. Once the meeting has been scheduled the receptionist will email everyone the date & time of meeting.
5. We will be installing a small refrigerator and coffee machine in the conference room. Please be advised that any beverages in the refrigerator are primarily for our guests. Our receptionist will keep the refrigerator stocked and clean all refreshment areas before and after meetings
6. Vendors & Agents are required to wear masks when in our office.
7. Vendors will be allowed in the back office area only to make large deliveries like water, paper, and other stock. Smaller deliveries should be left in the reception area and will be delivered to the appropriate person by internal staff. Masks are required at all times.
8. Agents who come in for meetings shall not go past the receptionist or conference room area and are required to wear masks. The internal employees that are attending these meetings are required to wear a mask.
9. During any in-office meeting, everyone must wear masks and comply with social distancing guidelines. This includes limiting the number of participants in the conference rooms, which must be booked in advance.
10. We encourage you to book remote meetings whenever possible and encourage clients and agents to use technology to enable remote work. Do not encourage clients to come to the office or drop off documents.
11. For any off-site meeting: we will supply you with masks to wear during your meeting and sanitizing products for your vehicles. In the event that multiple employees are attending an off-site meeting, they should drive separately.
12. Everyone in the workplace must comply with social distancing guidelines. Be considerate of others. If you are uncomfortable with someone’s proximity to you, make them aware. No one should take these requests personally – it is for everyone’s safety and to comply with the Governor’s executive order.

Some of these changes are state mandated, and others are common sense, but they all have one thing in common - everyone’s health and safety. We will all get through this by working together.

**If you have any questions, comments, or concerns, please contact [NAME] at [PHONE] or [EMAIL]**