COVID-19 OFFICE SIGNAGE

1. Let’s Work Together 6’ Apart
2. Use a Bakery Tissue - Coffee Bars
3. Clayco Recommends
4. Nightly Cleaning of Refrigerators

**Recommended Return to Work Policy**

For the protection of our employees and clients, and to continue to maintain our healthy and growing business, Clayco has enacted strategic safety measures for in-office operations. We appreciate your compliance.

**Avoid Borrowing**
Avoid using other employee’s phones, desks, offices or other work tools and equipment

**Wear Protective Equipment**
Employees should wear masks in public areas

**Sanitize Your Workstations**
Disinfect your workstation regularly
Grizzly
Maximum Occupancy: 3

- Orient seating arrangement to match the diagram shown to maintain 6’ separation
- Use stylus pen or tissue when using iPad
- It is highly recommended everyone wear face masks while in room with multiple people
- Please wipe down surfaces with sanitizer after use

5 Conference Room Placard 8.5”x11”

6 Please Wash Hands for 20 Seconds 8.5”x11”

7 Sanitation Station 8.5”x11”

8 Floor Decal - Please Keep at Least 6’ 18”x18”
Tips For
Facial Coverings

Wearing Your Mask

- Cover both your nose and mouth
- Do not touch your mask while wearing it
- If you touch your mask, wash or sanitize hands
- Remove mask by unlooping the ears or untying without touching the front of the mask
- Wash or sanitize hands immediately after taking off mask

Caring For Your Mask

- When not in use, keep in a paper bag or sealable plastic bag
- For reusable masks, wash daily with your standard laundry or hand wash with hot, soapy water, scrubbing for at least 20 seconds
- Disposable masks should be discarded when visibly soiled or damaged

How To Wear A Mask

- 11”x17”

Do Not Enter - One Way Traffic Only

- 8.5”x11”

Floor Decals - Arrows (For Traffic Flow)

- TBD