

# Notice to all Visitors

COVID-19

Our focus is on helping to keep our employees healthy.

**If you are feeling unwell, please do not visit employees at this office.**

Feeling unwell includes, but is not limited to, respiratory issues (cough, running nose, fever, shortness of breath).

**Please do not enter if you have recently travelled to China, Iran, North Korea, or Italy.** You will need to postpone your visit until after 14 days from travel to reduce the risk of spreading infection to our staff. Contact the person you wish to visit for further direction and additional information. We have virtual meeting tools available to staff. You may be able to arrange for remote participation.

**If you do enter our office, please follow these hygiene protocols for your safety and ours:**

- Wash hands with soap and water before and after entering.
- Hand sanitizer is available at our reception desk and throughout our office spaces.
- If you cough or sneeze, use a tissue or into your bended elbow and wash or sanitize your hands immediately afterwards.
- No shaking of hands, hugging, or touching.
- All visitors must sign in and out.

*Thanks for helping to keep us all healthy and safe.*