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| **XXXX Building** |

Follow the general COVID-19 safety practices for employees and visitors, as well as additional practices developed for this building as follows:

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| A picture containing plate  Description automatically generated | **Medical Screening.** Leave the building and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case. |
| A picture containing drawing, clock  Description automatically generated | **Physical Distancing.** Maintain at least six feet between yourself and others at all times. The greater the distance the better. Respect distancing markings and notifications. Avoid congregating or loitering in common areas. Utilize outdoor areas when feasible. |
| A drawing of a person  Description automatically generated | **Personal Hygiene.** Wash hands/use hand sanitizer when entering and exiting the building. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes. |
| A picture containing drawing  Description automatically generated | **Protective Equipment.** Wear a face covering/mask which covers the nose and mouth at all times when moving through the building or using common areas. |
| A drawing of a person  Description automatically generated | **Environmental Cleaning.** High touch surfaces in the building are cleaned and disinfected on a routine basis. In addition, ventilation systems have been adjusted to help enhance COVID-19 safety where practicable. |
|  | **Additional Practices.** Coordinate with representatives from the specific areas/operations you are visiting in the building regarding additional COVID-19 safe practices that may apply. |

Add additional building-specific instructions to the table above as needed

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**