

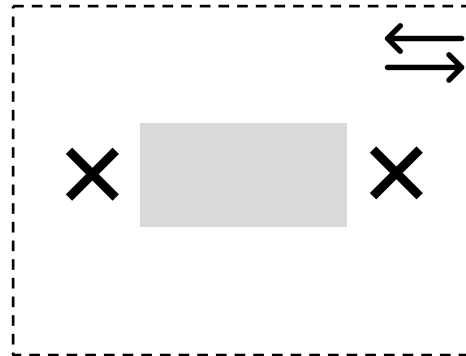
**Name of Conference/Break/Work Room**

**MAXIMUM OCCUPANCY**

**2**

**SEATING CONFIGURATION**

(show preferred arrangement)



Use Instructions

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



**Medical Screening.** Do not use this area 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.



**Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better.



**Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



**Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

Add additional room-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.