

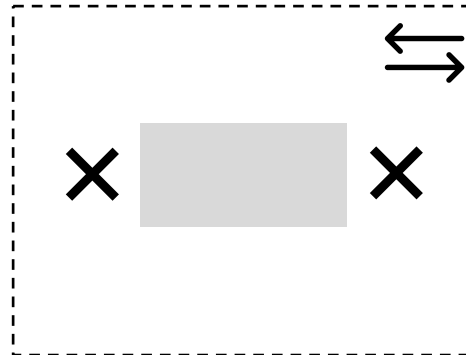
Name of Conference/Break/Work Room

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.