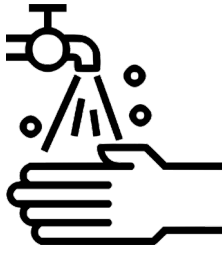


HELPFUL TIPS

CORONAVIRUS (COVID-19)



WASH YOUR HANDS

Wash your hands regularly.
Use hand sanitizer when possible.



WIPE DOWN WORK AREA

Clean frequently touched surfaces like
cell phones, laptops, or door handles.



NO HANDSHAKES - FIST BUMP ONLY

Put the good old fashion handshake
on the shelf for awhile, and instead
fist bump or bow.



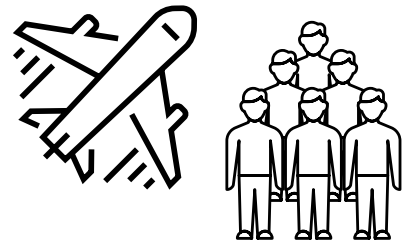
AVOID TOUCHING YOUR FACE

Your eyes, nose and mouth, are all
entry portals for viruses, so don't
touch your face.



ZERO TOLERANCE SICK POLICY

Anyone who is sick, or starting to
feel sick, should take a sick day
or work from home.



AVOID TRAVEL/CROWDED PLACES

Stay away from unnecessary travel or
spending time in highly crowded areas.