



& Review These **ENHANCED SAFETY PROTOCOLS**

DO THIS

NOT THAT

SCREENING

✓ Have a wellness conversation with yourself every day.

✗ Come to work if you're feeling ill.

HYGIENE

✓ Wear a mask if you'd like, but it's not required. Bring your own or obtain one from the office supply room.

✗ Hug, shake hands, or high five.

✓ Wash hands after entering building, and frequently according to CDC guidelines.

✗ Enter customer property or work within 6-ft of another person without proper PPE.

SOCIAL DISTANCING

✓ Maintain 6 ft. of distance from others.

✓ Conduct meetings via teleconference, or distanced in designated rooms.

✓ No visitors allowed.

✗ Meet in areas in which 6-ft cannot be maintained between all participants.

OFFICE ETIQUETTE

✓ Eat and break in areas that can maintain 6-ft. distancing.

✗ Open mail without gloves and before waiting 24 hours.

✓ Sanitize work out equipment before and after use.

✗ Occupy fitness room with more than 4 people.

TRAVEL

✓ Limit personal travel.

✗ Travel unnecessarily for work.

MEC'S ENHANCED SAFETY PROTOCOLS ARE IN EFFECT UNTIL FURTHER NOTICE. SEE THE SAFE WORK PLAYBOOK FOR FULL DETAILS.