

*To maintain a healthy and safe work environment, this facility is disinfected regularly.*

If you feel that an area needs some extra attention, please alert the front desk and we'll take care of it as soon as possible.



*Give your colleagues some space!*

Please be sure to maintain a distance of at least six feet from your coworkers to keep everyone healthy, happy and safe. Additionally, please wear a face covering when moving through common spaces in the office and when required by local law. Please also regularly wash your hands for at least 20 seconds.

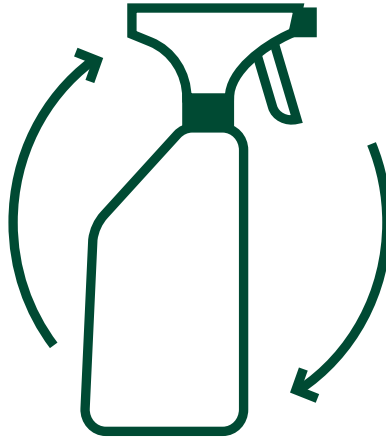
If you feel that you have signs or symptoms of illness, please go home and alert your supervisor as soon as possible.

*Safer*  
SPACE



*See you later!*

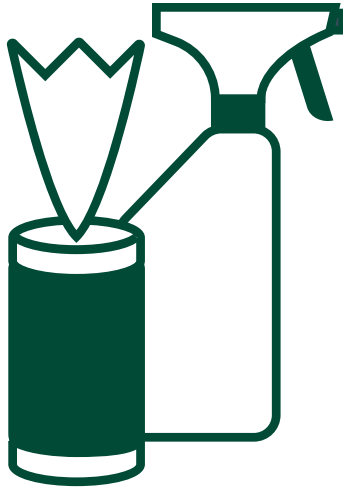
We recognize and appreciate your efforts to keep our space clean and sanitary. Thanks for doing your part to maintain a healthy workplace for all.



*Relax, but be diligent!*

We're working hard to keep this area clean and disinfected at all times so you can relax and enjoy your food. To help us maintain social distancing, please eat at your personal workspace if possible.

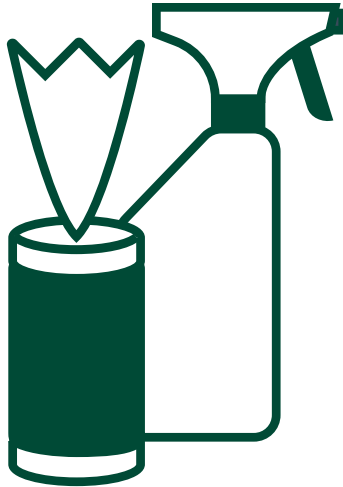
Please wear a face covering at all times when moving through common spaces in the office and maintain a distance of at least six feet from your colleagues.



*Please wear a face covering  
and come on in!*

To maintain a healthy, safe environment for everyone,  
this bathroom is regularly cleaned and disinfected  
throughout the day.

Please be sure to wash your hands for at least  
20 seconds before returning to work.



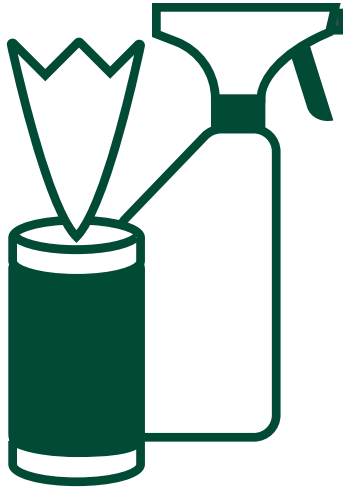
*Please wear a face covering  
and come on in!*

Limit occupancy to **1** to allow  
for social distancing.

To maintain a healthy, safe environment for  
everyone, this bathroom is regularly cleaned and  
disinfected throughout the day.

Please be sure to wash your hands for at least  
20 seconds before returning to work.

*Safer*  
SPACE



*We're keeping your safety in mind—  
this bathroom is disinfected multiple  
times throughout the workday*

Thank you for your assistance as we work to maintain  
a clean and healthy workspace for everyone.



*To stay healthy, make sure you're  
washing your hands the right way!*

Wet your hands with hot water, turn off the tap and apply soap.

Lather your hands by rubbing them together with the soap. Be sure to get the backs of your hands, between your fingers and under your fingernails.

Scrub your hands for at least 20 seconds.

Rinse your hands thoroughly with running water.

Dry your hands with a clean towel or use the hand drying machine near the sink.

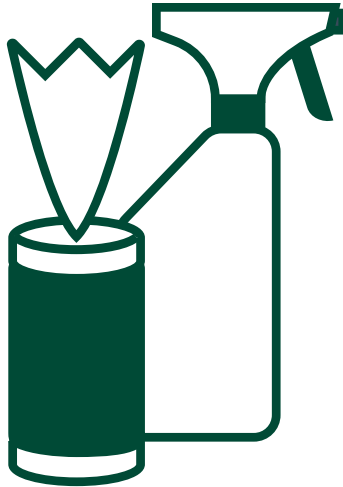




*Don't crowd your coworkers!*

Be sure to keep your distance from colleagues in the bathroom to help prevent the spread of illness.

Please wear a face covering when in the restroom to keep your colleagues safe.



*You can help!*

Be sure to wash your hands regularly throughout the day. Disinfect your space at the beginning and end of the workday, and please pay attention to the signs posted throughout the office. Please wear a face covering at all times when moving through common spaces in the office and when required by local law.

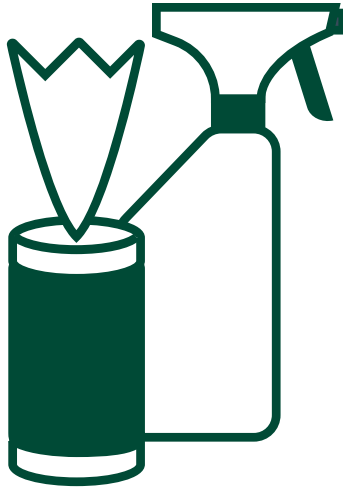
With your cooperation, we can maintain a healthy and safe working environment for everyone.

*Safer*  
SPACE



*Please maintain a distance  
of at least six feet between  
yourself and your colleagues at  
all times.*

Thank you for your assistance in helping  
keep everyone safe.



*Thank you for your assistance  
in keeping our workspace as clean  
and sanitary as possible.*

The safety of everyone in the office is our top priority. To help us maintain a healthy working environment, please remember to stay at least six feet from your colleagues at all times and wear a face covering at all times when moving through common spaces in the office.



*Before you enter...*

Check to see how many people are in the room, as conference rooms are limited to **two** individuals at a time. While in the room, please continue to practice social distancing to help protect the health of your colleagues.



*Before you enter...*

Check to see how many people are in the room, as conference rooms are limited to **three** individuals at a time. While in the room, please continue to practice social distancing to help protect the health of your colleagues.



*Before you enter...*

Check to see how many people are in the room, as conference rooms are limited to **four** individuals at a time. While in the room, please continue to practice social distancing to help protect the health of your colleagues.



*Before you enter...*

Check to see how many people are in the room, as conference rooms are limited to **five** individuals at a time. While in the room, please continue to practice social distancing to help protect the health of your colleagues.





*Before you enter...*

Check to see how many people are in the room, as conference rooms are limited to **six** individuals at a time. While in the room, please continue to practice social distancing to help protect the health of your colleagues.



*Before you enter...*

Check to see how many people are in the room, as conference rooms are limited to **eight** individuals at a time. While in the room, please continue to practice social distancing to help protect the health of your colleagues.



*Before you enter...*

Check to see how many people are in the room, as conference rooms are limited to **ten** individuals at a time. While in the room, please continue to practice social distancing to help protect the health of your colleagues.

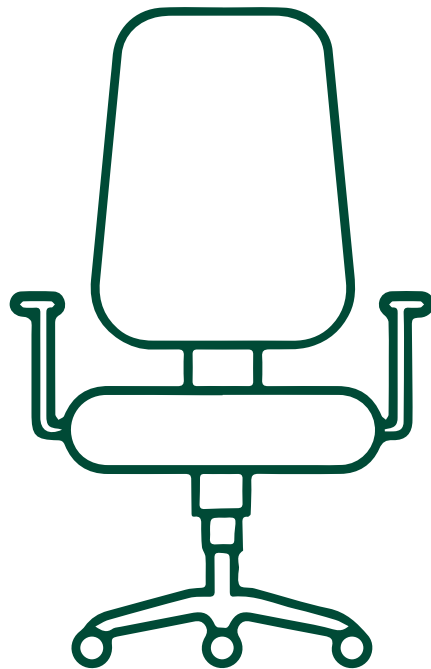
*Safer*  
SPACE



*This conference room  
has been temporarily closed.*

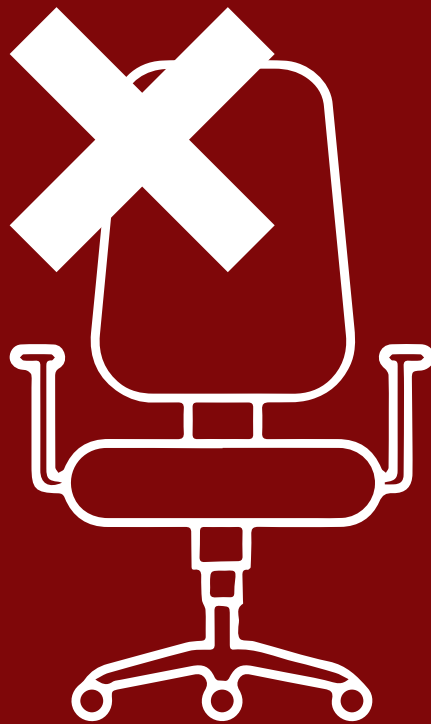
If you need assistance finding a space to work,  
please alert the front desk and we will help you.

*Safer*  
SPACE



*This seat is open*

*Safer*  
SPACE



*This seat is  
not available*

*Safer*  
SPACE



**CLEAN**

*We're ready for you!*

This workspace has been sanitized and is available for use. If you feel this area needs some extra attention, please alert the front desk and we'll take care of it as soon as possible.

*Face coverings are not required when sitting at your desk working.*

*Safer*  
SPACE



**CLEAN**

*We're ready for you!*

This workspace has been sanitized and is available for use. If you feel this area needs some extra attention, please alert the front desk and we'll take care of it as soon as possible.

*Face coverings are not required when sitting at your desk working.*





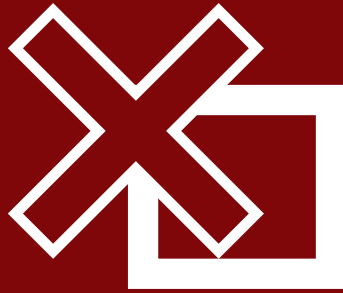
**CLEAN**

*We're ready for you!*

This workspace has been sanitized and is available for use. If you feel this area needs some extra attention, please alert the front desk and we'll take care of it as soon as possible.

*Face coverings are not required when sitting at your desk working.*

*Safer*  
SPACE



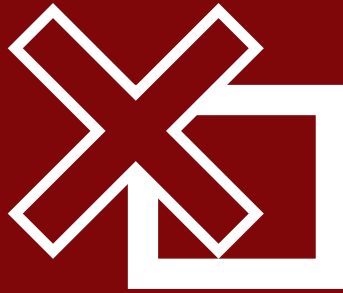
**DIRTY**

*Stop!*

*This desk is already in use.*

If you need assistance finding a space to work,  
please alert the front desk and we will help you.

*Safer*  
SPACE



**DIRTY**

*Hold on a minute!*

This workspace isn't quite ready.  
While you wait for it to be cleaned, please  
plan to work in another area until  
this space is safe and sanitized.



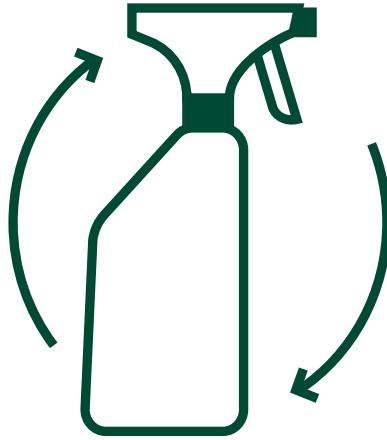
*Have you cleaned your work  
area today?*

Help yourself to the disinfectant  
wipes throughout the office and  
wipe down your workspace,  
including your desk, keyboard, mouse  
and anything else you may have  
touched throughout the day.



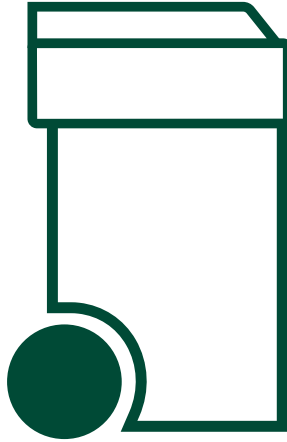
*Don't crowd your colleagues!*

Help keep our elevators sanitary and safe for everyone. Please maintain a distance of at least six feet from others at all times and please wear a face covering.



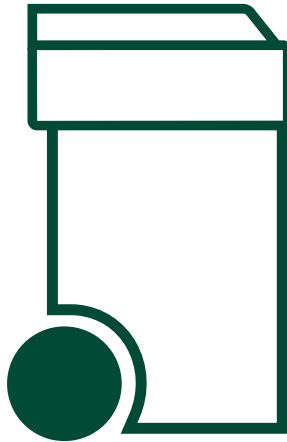
*Need to disinfect your  
workspace? No problem!*

This sanitation station has everything you need to keep your work area clean. Please be sure to disinfect your desk, computer and other items each day to maintain a healthy environment for everyone.



*Please dispose of items like  
disposable masks, gloves and  
other protective materials .*

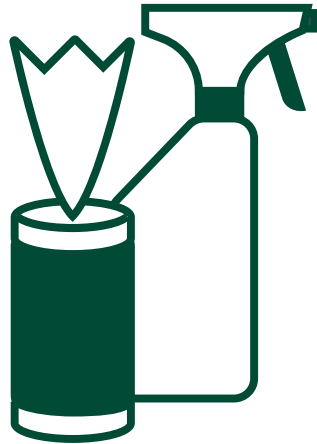
Be sure to wash your hands  
immediately after removal.



## *Wearing a disposable mask?*

If you wish to dispose of it when you arrive at home, take care not to touch your eyes, nose or mouth, and wash your hands immediately after taking it off.





*To maintain a healthy and safe work environment, this space is disinfected regularly.*

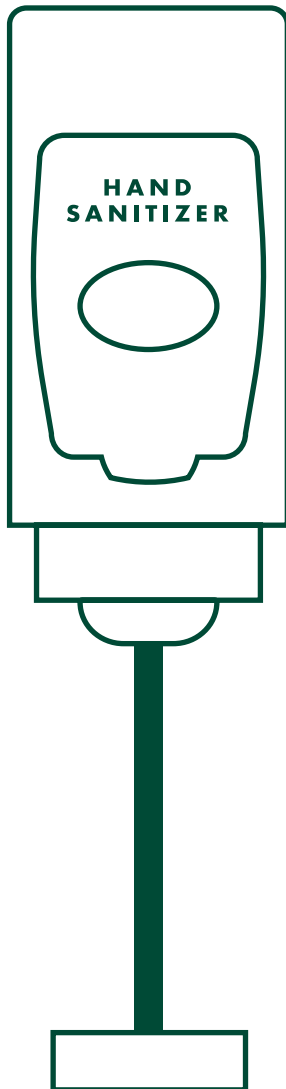
Please alert the front desk if an area needs some extra attention and we'll take care of it as soon as possible.



*Together, we can create  
a safer space to work.*

That's why Safer Space is here to offer some guidelines and recommendations to help you get reacquainted with the workplace.

You'll notice some new signs around the office with important advice and best practices to keep you and your colleagues healthy.



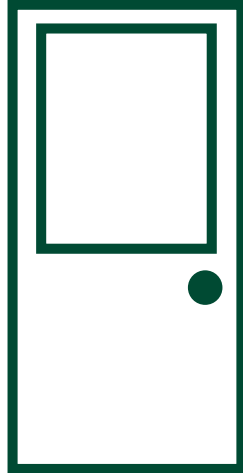
### *In a hurry?*

Before you run off, take a second to sanitize your hands at one of the hand sanitizer stations located throughout the office. Help keep your colleagues healthy and limit the spread of germs.



*Before you head to your next meeting, be sure to wash your hands with soap and water for at least 20 seconds.*

Help stop the spread of germs and keep our office clean, safe and sanitary.



### *Expecting a visitor?*

To maintain a healthy working environment, office visitors must be pre-screened and approved. Please alert the front desk if you plan to have a visitor and we will ensure the proper steps are taken to help keep everyone safe.

*Safer*  
SPACE



*Warning: this area is a  
designated quarantine space.*

Unauthorized individuals are not allowed. Please do not enter unless you have been permitted to do so.

*Safer*  
SPACE

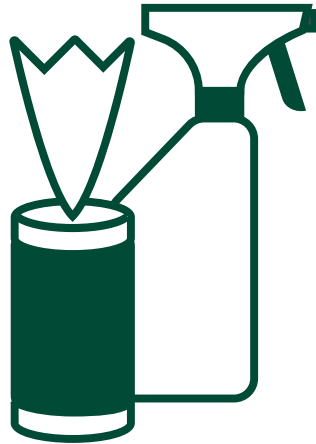


*This area has been designated  
as an official first aid room.  
If you need access to medical  
supplies or a first aid kit, please  
feel free to use this space.*

Remember to wash your hands, and please alert  
the front desk after use so this area can  
be properly sanitized.

If there is a medical emergency, please  
dial 911 and alert the front desk.

*Safer*  
SPACE



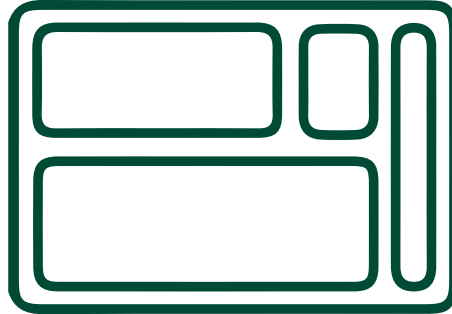
*No need to worry!*

We're working hard to keep this area clean and disinfected at all times so you can relax and enjoy your food. To help us maintain social distancing, please eat at your personal workspace if possible.

Please be sure to wash your hands before and after eating.



*Safer*  
SPACE



*Each tray is cleaned and  
disinfected after each use.  
When finished, please leave  
your tray in the designated area.*

Feel free to take a break, relax and  
enjoy your food!

*Welcome!*

This is a  
**GOLD**  
week.

*Welcome!*

This is a

**GREEN**

week.

*Safer*  
SPACE



## *Masks!*

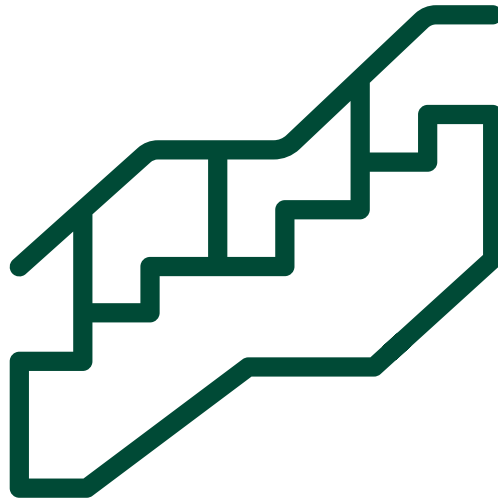
Please wear a face covering at all times when moving through common spaces in the office.

*Safer*  
SPACE



*Yield!*

Please be mindful of two way traffic.  
Do your best to maintain proper social distancing.



*Take the stairs.*

We encourage circulating in the stairwell to alleviate elevator loads. Feel free to get some exercise. We clean all hand rails regularly.