PLEASE BE SURE TO WIPE DOWN THE COPY MACHINE KEY PAD AND OTHER AREAS YOU WILL TOUCH PRIOR TO USING.

WE ALL HAVE A ROLE IN “FLATTENING THE CURVE”

**PRACTICE SOCIAL DISTANCING**
Keep a six foot distance between yourself and others to reduce the spread of the virus.

**KEEP HANDS AWAY**
From mouth, nose or eyes to avoid transferring germs.

**COVER COUGHS AND SNEEZES**
With a tissue, then throw tissue away and wash your hands.

**WASH HANDS OFTEN**
With warm water and soap for at least 20 seconds. Use hand sanitizer if soap and water are not available.

**CLEAN AND DISINFECT**
Frequently used surfaces like counters, lights switches, door knobs, and remotes.

**IF YOU FEEL SICK STAY HOME**
From work, school, or other activities and avoid close contact with others.