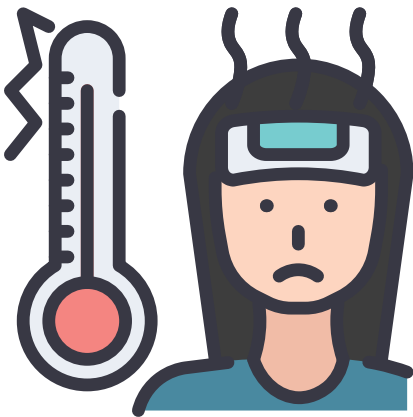


Use good sense & practice good hygiene



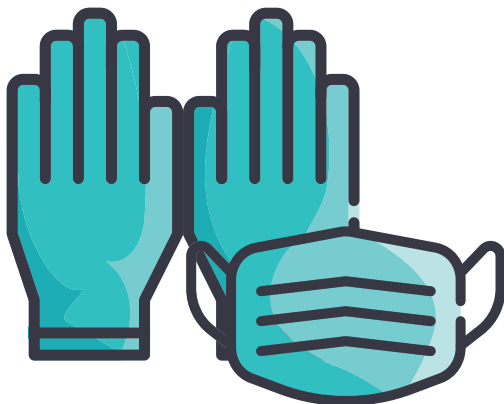
Best Practices for **EMPLOYEES**



Stay home when you are sick and get medical care.



Wash your hands often with soap and water for at least 20 seconds. Use alcohol-based sanitizer if washing hands is not available.



Wear gloves and a mask.

- Comply with all applicable and current laws and regulations.
- Cough into a tissue and throw it away and wash your hands; or cough into your elbow - NOT your hand.
- Minimize interactions and practice social distancing by maintaining a minimum six-foot distance at all work locations.
- Clean your tools, workspace and clothes, and vehicle often and thoroughly.