

## Safety Guidelines

For the health and well-being of all individuals and to help ensure compliance with requisite protocols, individuals MUST:

- Sign in & out at designated area in each facility daily with UIN and building location identified
- Wear masks or approved face coverings to enter the facility and when in common areas
- Maintain proper social distancing at all times (6 feet from all other occupants)
- NOT exceed approved occupancy of laboratory
- DO the FIVE (wash hands frequently, cough in elbow, don't touch face, go home if sick and maintain social distance)
- Complete requisite "Safe Practices for Returning to the Office During the COVID-19 Pandemic" (Course# 2114131) and "Protocol and Certification for System Office Employees" (Course# 2114130) by June 1, 2020 via TrainTraq
- NOT enter facility if experiencing COVID-19 symptoms (fever, chills, difficulty breathing, worsening cough, body aches, etc.)

Failure to adhere to these standards may result in disciplinary action and/or removal from facility.