

Thanks to everyone for being a part of the response and solution to the risks posed by the coronavirus. We are working hard to ensure that all C21NM offices are as sanitized and CV-free as possible, and the staff is following a rigorous protocol for maintaining the safety of the office environment. You can be a big part of this effort by participating in the following processes and procedures.

1. First and foremost, if you are sick, coughing or sneezing, *please stay home*.
2. If you or someone in your home has the coronavirus, notify your Branch Operations Manager and your Branch Leader as soon as possible. *Do not come into the office without authorization* to do so after speaking with your Branch Operations Manager or Branch Leader.
3. Upon entering the office, please use the hand sanitizer provided at the reception desk.
 - a. Tissues and anti-bacterial/anti-virus wipes are also being made available in the office. Please use them as necessary.
 - b. Wastebaskets are in convenient locations for disposal of tissues and wipes.
4. Wipe down surface areas in your office upon entering *and again* just before you exit the building. This includes your:
 - a. Desktop
 - b. Keyboard
 - c. Desk phone
 - d. Cell phone
 - e. Printer
 - f. Any other area you touch frequently
5. Do not bring food of any kind into the office to be shared. You may bring food in for your consumption and may use the refrigerator as you normally would.
6. If you prepare food in the kitchen, please:
 - a. Put any utensils you use in the dishwasher immediately after use. This includes, for instance, coffee cups you take to your office.
 - b. Use soap and water to clean the counter where food preparation has taken place.
 - c. If you use the microwave, wipe it off with a sanitized wipe.
7. Practice Social Distancing by maintaining a six-foot distance between you and others in the office (to the extent possible, of course).
8. If you are meeting clients in the office, please be sure they use hand sanitizer upon entry.
 - a. Use a wipe to clean the table in the room where you will be meeting.
 - b. Clean up any coffee cups, etc., as well as the table/room where you meet, following the conclusion of your meeting.
9. Use good common sense and follow the CDC guidelines. Learn more about how to prevent getting sick at the [CDC website](#).

