

**BE SAFE.
BE WELL.
BE NASHVILLE.**

BNA[®]



*Keeping BNA[®] Clean,
Safe and Sanitized*



From the President & CEO

These are unprecedented times. And all of us—business and government, families and individuals—are facing a new challenge that requires a timely and effective response.

One thing remains the same, however: At Nashville International Airport[®] (or BNA[®], as it is also known), the safety, health and well-being of all passengers, employees, tenants and visitors remains our top priority.

We all have a role to play in this process. At the airport, we are providing a visitor experience that promotes health and safety. With a 24/7 enhanced cleaning protocol that adheres to CDC guidelines, while utilizing the newest technology in sanitizing equipment, cleaning agents, air filters and more, BNA is fulfilling its commitment to protect passengers and airport workers.

At the same time, those venturing into the terminal have their part to play:

- Masks or face coverings are required at BNA by Federal Law. Thank you for helping us protect each other by wearing a cloth face covering when at the airport.
- Practice social distancing (staying six feet or more from others).
- Wash your hands often with soap and water. Use alcohol-based hand sanitizer if soap and water are not available.
- Cover your mouth and nose with a tissue when coughing.
- Avoid touching your eyes, nose or mouth.
- And stay at home and don't fly if you're not feeling well!

BNA is the essential portal for business and leisure travelers alike, and acts as an engine of enormous economic activity and job creation for Nashville and the larger region we serve. As such, we expect to lead the economic recovery as travel resumes and restrictions ease.

To do so, it is vital that we demonstrate to the public that we can be trusted to take the appropriate steps to maximize health and safety. That is our commitment, and we will keep our focus on that priority. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Kreulen', with a long horizontal line extending to the right.

Douglas E. Kreulen, A.A.E.
President and CEO
Nashville International Airport



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Vision

To be known as the premier airport for all travelers.

Core Values

Respect
Integrity
Service
Excellence

Mission

To create and inspire a team dedicated to providing superior customer service, facilities and air service in a safe and secure, warm and welcoming environment that reflects the best of Nashville.

Notice

The information in this document is compiled from the Centers for Disease Control and Prevention, the State of Tennessee and the Public Health Department of the Metropolitan Government of Nashville and Davidson County. As information is updated, every effort will be made to update this document, but the reader should consult original sources for guidance.

About Nashville International Airport®

With nearly 18.3 million passengers in 2019, Nashville International Airport has been one of the fastest growing airports in North America. According to a recent study, in 2019 alone, BNA® generated more than \$8.1 billion in total economic impact, supported more than 76,000 jobs in the region and produced more than \$443 million in state, local and federal taxes. BNA receives no local tax dollars. For more information, visit flynashville.com. Follow us on Facebook: [@NashvilleInternationalAirport](https://www.facebook.com/NashvilleInternationalAirport), Twitter: [@FlyNashville](https://twitter.com/FlyNashville) and Instagram: [@FlyNashville](https://www.instagram.com/FlyNashville). Learn more about BNA® Vision, our growth and expansion plan for the airport, at BNAVision.com.

NASHVILLE INTERNATIONAL AIRPORT®, BNA®, BNA®, COMMANDER BERRY FIELD®, JOHN C. TUNE AIRPORT®, and JWN®, among others, are the registered trademarks and trademarks of The Metropolitan Nashville Airport Authority (“MNA”). Use of these trademarks without permission from MNA is strictly prohibited.

Operational Policies & Procedures

General Disinfection Measures

MNAA's cleaning protocol consists of attentive and thorough cleaning of the following:

- ✓ Restrooms
- ✓ Garage elevators and handrails
- ✓ Common areas
- ✓ Seating areas
- ✓ Office spaces

Please see following pages for details about cleaning and disinfecting protocols.

Critical Materials

- N95 masks for first responders
- Cloth face coverings
- Nitrile gloves for first responders
- Disinfectant spray/wipes
- Hand sanitizer for terminal and administrative buildings
- Hand soap for terminal and administrative buildings

Notification Process

If a tenant employee or contractor of the MNAA has tested positive for COVID-19, the employee or employer should immediately notify the Airport Communications Center at (615) 275-1703 or ACC@flynashville.com.

The following information should be reported:

- Company
- Date tested positive
- Last date at work
- Location employee worked

Operational Policies & Procedures

Cleaning Restrooms

All terminal restrooms are cleaned on a two-hour cleaning rotation. During the disinfecting portion of restroom cleaning, a temporary barricade is positioned at the restroom entrance to close it for use.

It is important that no badge holders or passengers enter a restroom when it is closed for cleaning.

At least one set of restrooms will be open on each concourse at any given time.

Touch points given attention during cleanings include the following:

- ✓ Sink faucets
- ✓ Soap dispensers
- ✓ Countertops
- ✓ Outside of stall door
- ✓ Inside of stall door
- ✓ Stall partition
- ✓ Stall door handle
- ✓ Dyson hand dryer
- ✓ Manual flush push button
- ✓ Flush system on urinal
- ✓ Toilet seat
- ✓ Toilet paper dispenser
- ✓ Feminine hygiene trash bin
- ✓ Sharps container
- ✓ Handrails
- ✓ Toilet seat cover dispenser



- **Red** microfiber cloths are used on the toilets and urinals ONLY.
- **Blue** microfiber cloths are used on glass/windows.
- **Yellow** microfiber cloths are used on all other restroom surfaces.
- **A disinfectant cleaner on EPA List N** (ie, meets EPA's criteria for use against SARS-CoV-2, the virus that causes COVID-19) is applied to all restroom touch points and has a dwell time of 10 minutes.
- **After 10 minutes**, the EPA List N product is wiped away using a clean microfiber cloth.

Operational Policies & Procedures

Common Areas

- **Handrails, elevator buttons, trash bins and water fountains** are cleaned continually throughout the day.
- **Green** microfiber cloths are used on all terminal space surfaces with the exception of the restrooms.
- **A disinfectant cleaner on EPA List N** (ie, meets EPA's criteria for use against SARS-CoV-2, the virus that causes COVID-19) is applied to the surface and is given a 10-minute dwell time in accordance with guidance on EPA List N.
- **After 10 minutes**, the EPA List N product is wiped away using a clean microfiber cloth.



Seating Areas

- **Seating areas are cleaned throughout each shift** when a gate area is not in use or a large portion of the seats in that area are not being utilized.
- **Each night, an electrostatic sprayer (fogger) is utilized to disinfect terminal touch points.** The system provides an electrical charge to the solution, giving it even coverage by wrapping around all surfaces, shadowed, vertical and underneath the area sprayed.
- This uses less chemical and provides the most efficient treatment of touch point surfaces. The system is also utilized in other areas upon request.



Operational Policies & Procedures

Seating Areas (continued)

- **Green** microfiber cloths are used on all terminal space surfaces with the exception of the restrooms.
- **A disinfectant cleaner on EPA List N** (ie, meets EPA’s criteria for use against SARS-CoV-2, the virus that causes COVID-19) is applied to the surface and is given a 10-minute dwell time in accordance with guidance on EPA List N.
- **After 10 minutes**, the EPA List N product is wiped away using a clean microfiber cloth.



Ticket kiosks and ticket counters are within each airlines’ leasehold and are cleaned and disinfected by their contracted cleaning staff.

Garage Elevators and Handrails

- **Handrails and elevator buttons** are cleaned continually throughout the day
- **Green** microfiber cloths are used on all terminal space surfaces with the exception of the restrooms
- **A disinfectant cleaner on EPA List N** is applied to the surface and is given a 10- minute dwell time in accordance with guidance on EPA List N.
- **After 10 minutes**, the EPA List N product is wiped away using a clean microfiber cloth.



Operational Policies & Procedures

Office Spaces

- **Any restrooms in MNAA office settings** are cleaned following the procedures outlined above under the **Restrooms** heading.
- **All conference tables, seat arms, doorknobs, light switches, break/kitchen areas and desks** (when able to clean without moving papers) are cleaned using a green microfiber cloth.
- **A disinfectant cleaner on EPA List N** is applied to the surface and is given a 10-minute dwell time in accordance with guidance on EPA List N.
- **After 10 minutes**, the EPA List N product is wiped away using a clean microfiber cloth.
- **Cleaning contractors submit touch point logs** to MNAA of each space cleaned.
- **High dusting (anything over six feet)** is conducted throughout the terminal on a monthly rotation.

Decontamination Protocol

These procedures are intended to be used when an individual with a suspected or confirmed case of COVID-19 has been identified in the BNA[®] facility. This document is following guidance received from the Centers for Disease Control and Prevention (CDC) or associated health authority.

This scope should be used under the following circumstances or criteria:

- The ill individual has a confirmed or suspected case of coronavirus (COVID-19)
- The ill individual has recently traveled (within the past 14 days) to a location of known COVID-19 outbreak, **OR**
- The ill individual has been in direct contact with someone infected with COVID-19.

See additional details about decontamination protocols on the pages that follow.

Decontamination Protocol

1. Any area(s) used by an ill individual(s) meeting the above criteria shall be emptied of occupants and closed for up to 24 hours.
2. Only disinfectant cleaners on EPA List N (ie, meets EPA's criteria for use against SARS-CoV-2, the virus that causes COVID-19) are used for disinfecting surfaces.
3. Cleaners and disinfectants are used in accordance with the manufacturer's recommendations.
4. Prior to entering the area, cleaning professionals will wear appropriate personal protective equipment (PPE) required for the specific cleaners and disinfectants used.
5. The cleaning professional may need to wear additional PPE such as safety glasses, depending on how the disinfectant is used, such as spraying with an electrostatic gun. At minimum, the cleaning professional shall wear non-fabric disposable gloves (e.g., latex, nitrile) and disposable masks.
6. Following the closure period, the cleaning company will open any available windows and doors to ensure adequate ventilation throughout the cleaning and disinfection period.
7. Surfaces will be cleaned with neutral PH detergent or soap and water cleaner.
8. After surfaces are cleaned, they will be disinfected by wiping or spraying with an electrostatic gun in one direction for solid surfaces including, but not necessarily limited to: handrails, door knobs and push plates, desk or work surfaces, keypad, computer mice, light switches, elevator buttons, bathroom sinks, toilet and paper dispensers, kitchenette countertops and water cooler controls.
9. All high-contact porous surfaces such as carpets, and partitions with either appropriate cleaners indicated for use by the manufacturers, or with a disinfectant from the EPA list for emerging viral diseases.
10. All disinfectants will remain on surfaces with ample dwell time and allowed to air dry.
11. When the cleaning and disinfecting of the area is complete, remove and dispose of gloves and other PPE, being careful not to contaminate the wearer or office surfaces. All used PPE and cleaning materials shall be disposed of in a sealed, plastic, disposal bag.
12. The area cleaned is to remain unoccupied for a minimum of 30 minutes.

Shared Vehicles and Equipment

Some MNAA employees must use shared vehicles or equipment to perform their job duties. In this case:

- Shared vehicles and equipment should be cleaned and disinfected **before and after** using.
- If there is more than one (1) employee in a vehicle, employees **must** wear a mask or face covering while in the vehicle.

Public Common Areas

General Considerations & Recommendations

- Masks or face coverings are required at BNA® by Federal Law. Failure to do so could result in denial of entry or re-entry, and violations could result in penalties.
- Stay at least six (6) feet from others as a normal practice.
- Eliminate contacts with others such as handshakes or hugs.
- Avoid touching surfaces touched by others to the extent feasible.
- Avoid anyone who appears to be sick or is coughing or sneezing.



Rest assured that BNA® parking shuttles are regularly disinfected.

Parking Shuttles

Reminders:

- ✓ Please wear a mask or cloth face covering when riding shuttles.
- ✓ Select seats to provide maximum distancing between passengers.
- ✓ Adjust head/body orientation to avoid direct face-to-face positioning.
- ✓ Operators must wear a mask or cloth face covering at all times while providing shuttle service.
- ✓ Shuttles will be disinfected at the end of each shift and at mid-shift.

Curbside

- BNA is working to manage pedestrian flow to avoid face-to-face interaction, when possible.
- PSA announcements will be broadcast about terminal protocols.

Ticketing

- BNA is encouraging social distancing. Each airline manages its respective lease space.
- Airlines may display signage to encourage social distancing. Alternatively, airlines may use messaging content provided by MNA (but not required).
- Airlines are responsible for cleaning the self-serve kiosks frequently, and managing social distancing while passengers use kiosks.
- Airlines may install plexiglass shields, at their discretion.

Public Common Areas

Pre-Security

Cloth masks are available for those who need one at no cost, while supplies last.

- Passengers may request them at airline ticket counters.
- Additionally, masks are available near the North and South Security Checkpoints.

Security Checkpoints

Passengers should comply with all TSA directives.

Dining, Retail and Services

- Dining, retail and service locations encourage social distancing. Each concessionaire will manage their lease space.
- Concessionaires may display signage to encourage social distancing, and can use messaging content provided by MAAA (but not required).
- Concessionaires are responsible for cleaning their lease spaces frequently, and to manage social distancing.
- Concessionaires may install plexiglass shields at their discretion.

Airline Hold Room Areas

Each airline is responsible for managing social distancing in their hold room space.

Baggage Claim

- Signage has been placed to encourage social distancing.
- BNA[®] sanitizes high-touch areas frequently.

Restrooms

- Signage encouraging proper hand hygiene is posted in every restroom.
- BNA sanitizes high-touch areas frequently.

Public Education & Awareness

In the interest of safety and good health, BNA® is encouraging passengers, guests and employees to follow CDC guidelines at all times. These measures include:

- Social distancing
- Frequent and thorough handwashing
- Wearing cloth face coverings

BNA will encourage these protective measures in a variety of ways:

- Signage posted in public areas
- Electronic signage
- Recorded PSAs
- Restroom signage

Sign Locations

- Lobby
- Security checkpoint queuing
- Flight information display monitors
- Near hand sanitizer dispensers

Social Distance

CDC Safe = 6 feet apart

BE SAFE. BE WELL. BE NASHVILLE. |

WELCOME TO
Nashville International Airport®

Masks or face coverings are **required** at BNA® per federal law.

NOTE: Failure to wear face coverings could result in denial of entry or re-entry, and violations could result in penalties.

Please help us **PROTECT** each other, including our employees, guests, tenants and passengers.

Thank you for your cooperation.

Need a face covering?
 Free masks are available at airline ticket counters and just before the North and South Security Checkpoints.

Signs are posted at all public entrance doors advising passengers that they are required to wear a cloth face covering.

Wear a Face Covering

SEPARATE + SANITIZE

Electronic PSAs

BNA® is utilizing electronic means for displaying health and safety messages in a variety of locations with heavy foot traffic.

Locations:

- Concourses A/B Stage (*pre-security*)
- Concourse C Stage (*pre-security*)
- Monitor above escalators leading to Baggage Claim (*pre-security*)
- Stand-alone digital signs in each concourse
- Screens at each flight information display system locations throughout the terminal



Above and lower left: Example of electronic signage.



Additional Communications With High Public Foot Traffic

As an added measure, BNA is providing messaging content to airport tenants and business partners to ensure a cohesive message throughout the airport. Additionally, our partners have the option of creating and displaying their own signage for public awareness.

Locations:

- Airline ticket counters
- Restaurants
- Retail shops

Restroom Signs

BNA®’s public restrooms are an ideal place to remind visitors about the importance of handwashing as a preventive measure. With this in mind, BNA has placed decals on mirrors in every public restroom urging good hygiene through handwashing and the use of handsanitizer.



Signage Near Gate Seating Areas

Signage will be staggered throughout the concourses, near gate hold areas.



Recorded Public Service Announcements (PSAs)

Passengers will hear reminders from local medical officials as they pass through the terminal. These public service announcements are played throughout the terminal on a defined schedule and can be heard multiple times a day.

PSA: Face Coverings

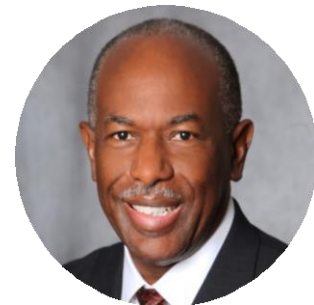


Mayor John Cooper

“Hello, I’m Nashville Mayor John Cooper. We want your visit to Music City to be both memorable and safe. Please remember to wear a face covering in public places and maintain a safe social distance from others. Welcome to Nashville.”

PSA: Handwashing

“Hello, I’m Dr. James Hildreth, President of Meharry Medical College. Good health is in the best interest of everyone. According to the Centers for Disease Control, hand-washing is the one of the most effective ways to fight the spread of germs, so join us here at BNA® in washing your hands thoroughly and often.”



Dr. James Hildreth
President,
Meharry Medical College

Use of Cloth Face Coverings To Help Slow The Spread Of COVID-19

Pursuant to the Declaration of Public Health Emergency adopted by the Board of Health for Nashville and Davidson County on March 15, 2020, the Metro Nashville Public Health Department offers the following:

In light of new data about how COVID-19 spreads, evidence of widespread COVID-19 illness in communities across the country, and guidelines promulgated by the Centers for Disease Control and Prevention (CDC), this Order regarding cloth face coverings or masks is being issued to protect the public health of the citizens of Nashville and Davidson County, to mitigate the impact of COVID-19, to bend the curve and to disrupt the spread of the virus, with the goal of saving lives and reducing strain on regional healthcare resources as much as possible.

Wearing a cloth face covering or mask is an additional public health measure people should take to reduce the spread of COVID-19. Wearing a cloth face covering or mask is not intended to protect the wearer but may prevent the spread of virus to others. This is especially important if someone is infected but does not have symptoms.

Citizens and visitors of Nashville and Davidson County shall wear a cloth face covering or mask to cover their noses and mouths whenever in a community setting, especially in situations where other people are near. These settings include, but are not limited to, grocery stores, pharmacies and the workplace. Wearing a cloth face covering or

For Nashville and Davidson County COVID-19 updates and requirements, visit:

- [asafenashville.org](https://www.asafenashville.org)
- [asafenashville.org/mask-resources](https://www.asafenashville.org/mask-resources)
- [nashville.gov/Metro-Clerk/Legal-Resources/Emergency-Health-Orders/Order-4.aspx](https://www.nashville.gov/Metro-Clerk/Legal-Resources/Emergency-Health-Orders/Order-4.aspx)

mask is especially important in areas of widespread COVID-19 illness.

Cloth face coverings and masks are not a substitute for social distancing. Even if wearing a cloth face covering or mask, persons should practice appropriate social distancing, stay at least six feet apart, clean hands frequently and take other everyday preventive actions.

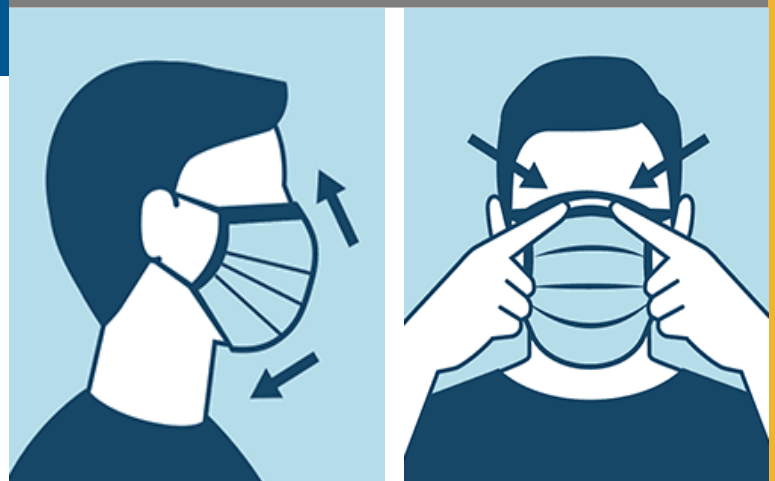
Surgical masks and N95 respirators are in short supply and should be reserved for healthcare workers or other medical first responders, as recommended by CDC guidance. Cloth face coverings can be made at home from common materials at low cost.

Cloth face coverings or masks should not be placed on children younger than 2 years of age, or when it would be contrary to the health or safety of the wearer due to a medical condition such as trouble breathing, unconsciousness, incapacitation or inability to remove the covering without assistance.

How to Wear a Cloth Face Covering

Cloth face coverings should:

- ✓ Fit snugly but comfortably against the side of the face
- ✓ Be secured with ties or ear loops
- ✓ Include multiple layers of fabric
- ✓ Allow for breathing without restriction
- ✓ Be able to be laundered and machine-dried without damage or change to shape



Recommendations on Homemade Cloth Face Coverings

The **Centers for Disease Control and Prevention (CDC)** recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.



CENTERS FOR DISEASE
CONTROL AND PREVENTION

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose and mouth when removing their face covering, and wash hands immediately after removing.



Remember: Cloth masks are worn to protect others.

MNAA Employee Health and Safety

The Metropolitan Nashville Airport Authority (MNAA) takes the health and safety of its employees very seriously. To that end, MNAA has enacted the following measures:

Working From Home

To promote the health and safety of our employees and to minimize disruptions in our workforce, MNAA supports allowing employees who can perform their job duties from home or alternate workspace to work remotely during a pandemic.

Employees: For guidance about working remotely, please refer to **MNAA's Policy #32-015 (Telecommuting)**.

Returning To Work

MNAA will follow guidance from the Metropolitan Nashville and Davidson County concerning when employees should be allowed to physically return to the worksite. At that time, employees who are working remotely will be notified by their manager when they will be required to physically report back to their worksite.

Employees who identify as “high risk” per the CDC’s definition will be given the option to continue to work remotely for a period of time. Managers and their employees should work directly with the Human Resources Department in these cases.

Before Coming To Work

People with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. Persons experiencing these symptoms may have COVID-19:

- Fever (at or above 100.4° Fahrenheit) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as more is learned about COVID-19.

MNAA employees should self-screen their health daily. **Employees who register a temperature of 100 degrees or more, and/or experience other concerning symptoms, should not report to work and should consult a physician.**

- **MNAA recommends that other airport-based workers take the same precautions noted above.**
- If employees are ill, living with or caring for someone who is ill with COVID symptoms, they should follow the guidance outlined in **MNAA's Policy #32-016 (COVID-19 Employee Leave Policy and Procedures)**.
- If an employee develops symptoms after arriving at the worksite, the employee should contact their manager, go home and seek the advice of their doctor. Managers should inform the Human Resources Department for appropriate leave management procedures.

Workplace Best Practices

Employees of the Metropolitan Nashville Airport Authority are encouraged and expected to observe the following best practices in the interest of health and safety.

Social Distancing

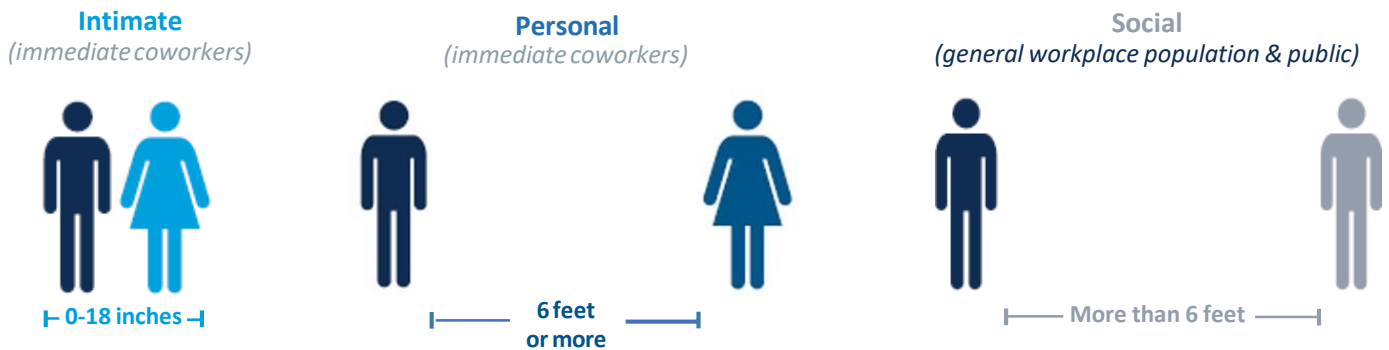
As recommended by the CDC, social distancing is a simple yet effective procedure, relying on simple distance to avoid potential infection.

In practice, this means:

- Staying at least six feet away from others as a normal practice
- Eliminating contact with others; avoid handshakes and hugs
- Avoiding touching surfaces touched by others, to the extent feasible
- Avoiding anyone who appears to be sick, or who is coughing or sneezing

Employee Responsibilities:

- ✓ Review, understand and implement the general social distancing protocol.
- ✓ Employ social distancing protocols for specific departments, work areas and functions.



NOTE: No meeting of more than 25 people should take place until further notice, even when the meeting area is large enough to accommodate appropriate social distancing.

The practice of social distancing includes but is not limited to lockers, break rooms, bathrooms, common areas and entrance/exit areas of work locations and offices.

These are examples, but the principle of social distancing is universally applicable.

Workplace Best Practices

Face Masks

Per memorandum from the MNAA President & CEO, employees are required to wear face masks in certain situations. Employees should refer to **Policy 32-017 - Distribution and Use of Face Masks** for guidance.

Hand Hygiene

The CDC advises frequent hand washing, especially after being in a public place and touching an item or surface that may be frequently touched by other people, such as door handles, tables, key pads, toilet use, shared kitchen facilities or other shared areas. Employees should ensure that their hands are clean, especially before touching their eyes, nose or mouth as these are primary avenues for germs to enter a body.

Guidelines for Washing Hands:

- ✓ Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- ✓ Lather hands by rubbing them together with the soap. Lather the back of the hands, between the fingers, and under the nails.
Do not forget the thumbs.
- ✓ Scrub hands for at least 20 seconds.
- ✓ Rinse hands well under clean, running water.
- ✓ Dry hands.

Guidelines for Hand Sanitizer Use:

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not available, using an alcohol-based hand sanitizer that contains at least 60% alcohol content is advised.

Employees should be aware that:

- Sanitizers do not get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers may not remove harmful chemicals from hands such as pesticides and heavy metals.

How to Use Hand Sanitizer:

- ✓ Apply the gel product to the palm of one hand.
- ✓ Rub hands together.
- ✓ Rub the gel over all surfaces of the hands and fingers until hands are dry; this should take around 20 seconds.

Workplace Best Practices

General Health Best Practices

- If coughing or sneezing, cover mouth and nose with a tissue. Immediately throw tissues in the garbage. Wash your hands with soap and water for at least 20 seconds.
- If soap and water is not available, clean hands with hand sanitizer that has at least 60% alcohol content.
- Avoid sharing items such as drinking cups, eating utensils or towels. Wash these items thoroughly after using.
- Clean high-touch surfaces daily in your work space.

Specific Work Area Practices

Employee Workspaces

- When possible, workstations should be arranged to allow separation of at least six (6) feet.
- If not possible, arrangements to relocate the employee will be made to a space where a separation of at least six feet can be achieved.

Staff Meetings/Meeting Rooms

- Meeting rooms are organized to hold no more than twenty-five (25) chairs with the appropriate spacing of six (6) feet or more. Meetings should include no more than twenty-five (25) employees at a time, whether sitting or standing.
- Interactions and quick meetings in common areas are required to respect the social distancing guidelines of at least six (6) feet.
- Microsoft Teams (or other electronic meeting platforms) should be used as much as possible to facilitate meetings.

Breaks/Breakrooms

- Employee breaks should be managed to provide social distancing and proper hygiene as necessary. Staggered break times should be employed when possible.
- Limit the number of optimal, allowable seats in the break room to support social distancing.
- Post capacity of break rooms and reminders to encourage social distancing.

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