

RULES TO FOLLOW DURING THE COVID-19 OUTBREAK

General

SCREENING 1

Screen all employees for symptoms on a regular basis. This includes taking temperatures daily and looking out for things like coughing or shortness of breath.



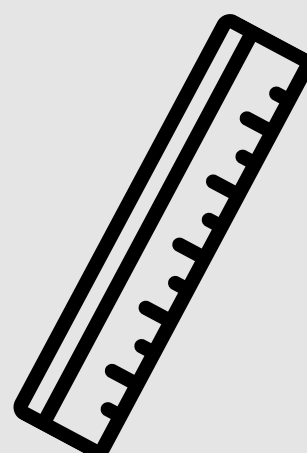
2 SANITATION

Disinfect common surfaces on a regular basis. Require hand washing and sanitation by workers within the business at regular intervals.



MAINTAIN DISTANCE 3

Put into effect teleworking for workers when possible. When not, stagger shifts and hold all meetings and conferences virtually to prevent large groups of people from gathering.



4 LIMIT OUTSIDE FOOT TRAFFIC

Limit the number of customers inside any storefront to 50% of the fire capacity occupancy of the entire store or eight (8) customers per 1,000 square feet.

