

Important Information

Coming to work at the Unbridled Boston Office

COMING TO THE OFFICE:

- Sanitize your laptop and any other equipment before you pack it up to bring it back to your desk.
- Take your temperature every day before you leave home. If you have a temperature of 100 degrees or higher, stay home until you are fever free without fever reducing medicine for 72 hours.
- The office has a contactless thermometer station in case you need to check while you're in the office. If you have a temperature of 100 degrees or higher contact your manager and go home immediately.
- You should stay home if:
 - You are sick with any symptoms but especially those of COVID-19 (fever, cough, shortness of breath, etc).
 - You come in close contact with someone who has been diagnosed or exposed to COVID-19.
 - You test positive for COVID-19.
- **Masks or face coverings are REQUIRED in public places in Massachusetts.** Please provide your own mask and wear it anytime you are in the building other than when you are working at your desk.
- Please limit the food you bring into the office to just what you need for the day. This will avoid overcrowding the refrigerators and make it easier to keep things clean.
- **WASH YOUR HANDS FREQUENTLY – 20 SECONDS OR LONGER!** And don't touch your face.

KEEPING THINGS CLEAN:

- The office is professionally cleaned daily.
- You can help keep things clean by wiping down surfaces you touch and using hand sanitizer.
- Clorox wipes are available to wipe down desks, copiers and meeting room tables and chairs after use.
- You are responsible for sanitizing your own workspace. Please use Clorox wipes daily to ensure your personal space is clean.
- **WASH YOUR HANDS FREQUENTLY – 20 SECONDS OR LONGER!**
- Hand sanitizer is available – use it frequently.
- There are signs (some required by the Public Health Order) to remind you to wipe things down, wash your hands frequently, etc. posted around the office.
- Each of you are responsible for keeping things clean for the next person.

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KITCHEN USAGE:

- The kitchen is open, but we ask that you limit use as much as possible.
- Coffee is available, please wipe down the coffee maker after you pour a cup. Single cup servings are recommended.
- If you bring breakfast or lunch, please only bring what you will eat for the day.
- If possible, use an ice pack to keep your lunch bag contents cold and keep it at your desk.
- **Minimize use of the refrigerator and do not leave items there overnight.**
- If you use the refrigerator wipe down anything you touch inside, and the handle after closing it.
- If you use the microwave wipe down the handles, keypad controls and other surfaces.
- **Minimize use of office dishes. If you do use dishes, clean them with hot, soapy water before putting them in the dishwasher for sanitizing.**
- **DO NOT LEAVE DISHES ON THE COUNTERS OR IN THE SINK.**
- Please throw away all food items in the kitchen. No liquids in ANY trashcan.

MEALS:

- Eating in the kitchen will not be allowed to avoid congregating.
- Temporarily you may eat at your desk, however, please throw away all food items in the kitchen.
- Food deliveries are discouraged but if you do place an order, make sure you are there to greet the delivery person at the door.

DESKS, MEETING ROOMS & COMMON AREAS:

- The standing desk function may not be used to maximize the protection offered by cubicle walls
- Face masks are required to be worn when you are not at your desk.
- Avoid congregating in any common areas, please follow distancing guidelines – 6 feet apart at all times.
- No more than 10 people in any meeting room, please follow distancing guidelines – 6 feet apart at all times.
- You are encouraged to take meetings from your desk rather than in a meeting room if you are able.
- After you use a meeting room, it is your responsibility to use Clorox wipes on chairs and surfaces when you are done so it is clean for the next person to use.

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SHIPPING:

- To reduce traffic in our buildings, we will not accept personal items shipped to the office. Please have all personal shipments sent to your home.
- Mail is distributed daily.
- If a shipment does arrive for you, you'll be notified that the package has been delivered so you can pick it up.

VISITORS:

- We are limiting visitors, including personal friends and family, in the office. Please do not accept in person appointments from vendors, hotel partners, etc.
- If there is a need for an exception please check with Stephanie before scheduling. She will review the request and give approval.
- Guidelines for visitors will also be provided. Please be sure anyone who does visit follows them carefully.