

Important Information

Coming to work at the Unbridled San Diego 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 California** 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 refrigerator 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 & MEALS:

- Avoid congregating in the kitchen and limit use as much as possible.
- 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.
- Please throw away all food items in the kitchen. No liquids in ANY trashcan.
- 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.

SHIPPING:

- To reduce traffic in the building, 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 Jen 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.