

## Important Information

### Coming to work at the Unbridled St. Louis 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.
- 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 St. Louis.** Please provide your own mask and wear it anytime you are in the building other than when you are working at your desk.
- **WASH YOUR HANDS FREQUENTLY – 20 SECONDS OR LONGER!** And don't touch your face.

#### KEEPING THINGS CLEAN:

- The office is on its regular cleaning schedule.
- 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.
- **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.
- 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

## DESKS, MEETING ROOMS & COMMON AREAS:

- 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.
- After you use a 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.

## VISITORS:

- We are limiting visitors. Please do not accept in person appointments in the office.
- If there is a need for an exception please check with Mike or Ben before scheduling.