



IMPORTANT INFORMATION

# Visiting Unbridled Offices

## BEFORE YOU VISIT

Schedule the time of your visit with an Unbridled employee. All visitors are asked to be accompanied by the host Unbridled employee in meetings and moving around the buildings.

Sanitize any items (such as computers, backpacks) before you visit.

Take your temperature before you leave home. If you have a temperature of 100 degrees or higher, please do not visit until you are fever free without fever reducing medicine for 72 hours.

If you are sick with any symptoms, but especially those of COVID-19 please do not visit until you are symptom free.

**Masks or face coverings are REQUIRED in all our offices.** Please provide your own mask or wear it anytime you are in the building other. Our team members are required to wear their face covering at all times except when they are working at their desks.

## PARKING

Please follow instructions from your Unbridled host for parking.

## KEEPING THINGS CLEAN

Professional cleaning service is scheduled regularly at all of our locations.

Regularly, our Facilities team wipes all door handles and faucets throughout the buildings using Lysol spray and paper towels.

Clorox wipes are available throughout our offices to wipe down desks, copiers and meeting room tables and chairs after use.

Each employee is responsible for sanitizing their own workspace on a daily basis using Clorox wipes.

Hand sanitizer is available throughout the offices – please 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 all the buildings.

## MEETING ROOMS & COMMON AREAS

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.

After a meeting room is used, it is that group's responsibility to use Clorox wipes on chairs and surfaces when they are done so it is clean for the next group to use.