



Memo

To: All Campus Personnel

From: David Green

Ref: Social Distancing – COVID-19

Date: March 19, 2020

Please begin practicing social distancing to the best of your ability. This includes the following measures.

- Keep a distance of at least six feet between you and others.
- Forego face-to-face meetings. Instead make phone calls, teleconference (if possible), email, etc.
- Practice non-physical greetings—wave, smile, etc.
- Cancel meetings with outside vendors.
- If eating in the breakroom, space yourself out from other diners.
- Do not invite outside guests—friends, family, etc.—to visit you at the offices.

Do not feel embarrassed to protect yourself and others. It is okay to ask someone to please step back.

Continue practicing the highest hygiene standards.

- Wash and sanitize your hands frequently, especially after using the restroom and touching frequently touched objects and surfaces—door handles, time clocks, microwaves, desks, tables, etc.
- Carry tissues to cover your sneezes and coughs. Through it away immediately, clean your hands, and get another tissue.

Do not come to work or go into public if you meet any of the circumstances below.

- If you feel sick, stay home. Contact your medical provider.
- If your children are sick, keep them and you at home. Contact your medical provider.
- If someone in your household tested positive for the coronavirus, keep the entire household home. Contact your medical provider.

This is a difficult situation that continues to develop. We will provide updates as more information becomes available.

Thank you,

David Green