Shared Areas
Employee Expectations

Break Rooms/Lunchroom Etiquette
— Wear mask except when eating/drinking
— Wash hands before and after using Microwave/Coffee Machine/Refrigerator
— No sharing of washing products such as soap or sponges
— Use disposable utensils or bring your own (do not leave your utensils in the breakroom)
— No sharing of food/beverages
— Do not leave food out to share with others
— Do not have potlucks or other department gatherings
— Use individual packed products if provided
— Avoid congregating and practice social distancing to maintain a safe distance from others

Elevators/Stair Use Etiquette
— Use stairs when physically able to leave elevators available for those that require use of elevators.
— Avoid elevators with more than two other people to respect distancing
— Try not to touch the elevator buttons with your hands
— Give yourself extra time in case you must take the stairs or wait for a less-crowded elevator
— Wash your hands after touching handrails and elevator buttons