

YOUR HEALTH IS OUR #1 PRIORITY

Here are the actions we are taking



- Using shields or barriers between customers and clerks at service counters
- Providing personal protective equipment for employees, including gloves



- Maintaining the six-foot physical distancing requirements for employees and clients
- Refraining from physical contact and limit shared tools or spaces



- Disinfecting common areas regularly including high-touch surfaces
- Providing disinfectant and sanitation products for workers to clean their workspace and equipment



- Making hand sanitizer, disinfecting wipes, or soap and water readily available to employees and customers
- Requiring hand washing and sanitation by employees



- Implementing teleworking, and virtual meetings where possible
- Encouraging high-risk individuals to stay home
- Requiring workers who exhibit symptoms or illness to stay home or seek medical attention



- Using technology solutions where possible to reduce person-to-person interaction
- Receiving mail, deliveries or providing client pick-up services outside the office entrance.

If you have any questions, you can reach us at
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