

# COVID-19 CONCERNS IN THE WORKPLACE

“Things within the office have changed significantly with the COVID-19 pandemic, however, we’re confident that we will all rise to the occasion & ensure that we create & maintain a healthy work environment for our RMS team.”

—Mark Dengler, RMS President

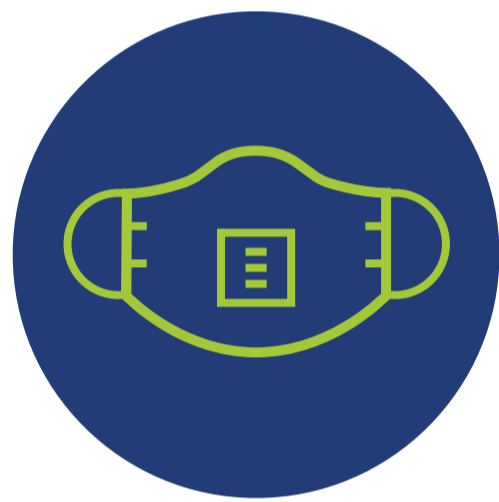


## **WORKING REMOTE**

Continue to promote & encourage those employees that can efficiently & comfortably work from home to do so in the short-term.

## **CLEAN & SANITIZED**

Common areas & frequently touched surfaces will be cleaned daily. Cleaning supplies will be made available to all employees to clean & disinfect their workspaces throughout the day.



## **MASK UP**

Masks are to be worn when everyone is moving about the office & visiting common spaces, regardless of vaccination status.

## **FLEXIBLE WORKING HOURS**

Business hours modified to allow for staggered shifts, reducing the number of people in the building at one time.



## **TECHNOLOGY UPDATES**

Staff & client meetings held virtually, with cameras & microphones provided / updated for those in the office.

## **PHYSICAL DISTANCING**

Re-arranging office workspace locations to maximize distancing among those in the office.



# WHAT WE ALL CAN DO

- Stay / go home if you or someone at home feels sick.
- Maintain social distancing while in the workplace.
- Follow cleaning & disinfecting procedures around your work area.
- Wear a mask when moving about the office.
- Avoid touching your face as much as possible.
- Watch for company updates to policies & practices related to COVID-19.
- Talk to your supervisor / manager if you have concerns specific to your circumstances such as a health condition that places you or someone in your household at higher risk.
- Be kind. Understand that this is a stressful time for everyone, an extra bit of kindness right now can go a long way.

