

## PERSONAL SPACE & PPE

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Personal space is important to helping prevent the spread of COVID-19. The following will help facilitate distancing guidelines outlined by the CDC.

### SIGNAGE & PROTECTIVE SHIELDS

In all locations, signage reminders will be placed on floors and walls. Reception Desks will have a clear shield so Emerge212 Client Service Coordinators can safely continue to support your business.



**PLEASE DO NOT STAND HERE**

### CAPACITY PROTOCOLS

To limit close contact in areas such as Reception, Copy Rooms, and Cafés, capacity protocols will be enforced.

### ROOM LAYOUTS

Chairs will be removed from areas such as Conference Rooms to help meeting participants keep more personal space.

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE guidelines will follow those set forth by the State of New York. At this time, clients and their guests will be required to wear masks in all shared areas and adhere to their individual company's policy when in private spaces. For their own safety and the safety of others, Emerge212 staff will be wearing masks, gloves and eyewear. For guidelines on acceptable masks, please visit the CDC's website.