

**Adapted Office Guidelines:**

1. **SICK & FEVER:**
  - a. If you are sick or have a fever, please do not come into the office.
2. **SOCIAL DISTANCING:**
  - a. Be mindful of social distancing guidelines. Please do not get too close to others or TKO staff
3. **FACE COVERINGS**
  - a. We are requiring all visitors and guests to wear face covering in the common areas. Depending on the building, you may not be allowed into the building without a mask.
4. **CLEANING SUPPLIES:**
  - a. Cleaning supplies will be readily available in all common areas. If depleted or missing, kindly let a TKO Staff member know so we may replenish. We are here to help.

IN ADDITION TO NORMAL CLEANING PROCEDURES, TKO SUITES WILL BE USING DISINFECTANTS TO WIPE DOWN ALL COMMON AREA SURFACES THROUGHOUT THE DAY. THIS INCLUDES BUT IS NOT LIMITED TO: RECEPTION DESKS, CONFERENCE ROOM TABLES & COUNTERS, COMMON DOOR HANDLES & BUTTONS, PRINTERS & SHARED EQUIPMENT, KITCHEN COUNTERS & KNOBS, ETC.

FOR ANY QUESTIONS OR REQUESTS, PLEASE REACH OUT TO YOUR OFFICE MANAGER.