

**Do Your Part!**

1. Please Practice Social Distancing at all times
2. Remain in your office and avoid in-person meetings as often as possible
3. If in-person contact is required, stay 6 feet apart and wear a mask over nose and mouth
4. If you must leave your office, wear a mask over nose and mouth
5. Clean your work space at the beginning and end of every day
6. Avoid congregating in common areas (break rooms, etc.)

**Thank you for keeping you and your colleagues safe so we can continue to serve our clients with the best quality of care.**

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