In conference rooms, remember to practice **PHYSICAL DISTANCING**

- **Face coverings** are required.
- Consider electronic document sharing – **go paperless**.
- **Limit the size** of group meetings or consider holding **meetings remotely**.
- Practice physical distancing of **at least 6 feet**.
- **Disinfect/wipe down** surfaces – remotes, keyboards, phones and other high-touch items before and after use.

**UIS** – United in Safety