

**WE ARE OPEN. IN ORDER TO PREVENT THE SPREAD OF COVID-19  
IN OR THROUGH OUR OFFICE, WE HAVE CLOSED THE DOORS SO  
WE CAN MONITOR ALL ENTRY POINTS.**

**Please ring the buzzer, and we will assist you  
and/or retrieve any delivery.**

**Please DO NOT enter the building if you have:**

- a. Visited China, Iran, South Korea, any European countries, or any other high-risk countries identified by the CDC in the previous 14 days;
- b. Resided with or been in close contact with someone who has been in any of those countries within the previous 14 days;
- c. Traveled domestically within the United States where COVID-19 has sustained widespread community transmission;
- d. Been asked to self-quarantine by any doctor, hospital, or health agency;
- e. Been diagnosed with or have had contact with anyone who has been diagnosed with COVID-19; or
- f. Have a fever, cough or shortness of breath.

**Upon entering the building:**

1. Wash your hands immediately in one of the two downstairs baths.
2. Maintain a distance of 6 feet from other persons.
3. Try not to touch any surface.