

# How to Protect Yourself

## General Safety Guidelines

During this pandemic, it is important to closely follow CDC guidelines. For the safety of our teammates and customers, please ensure you are completing the following actions.

1. Wear a face mask.
  - Anytime you are interacting with others where social distancing measures are difficult to maintain, you must wear a face mask. Not only are new local ordinances requiring this, the CDC has added this to the list of precautionary measures. You can find more information about facemasks at Service King on [skbenefits.com](https://skbenefits.com).
2. No handshaking or greeting that require touching another person.
3. Practice social distancing by remaining 6 feet away from others as much as possible.
4. Wash your hands regularly with soap and water for a minimum of 20 seconds, preferably 30.
5. Do not touch your face.
6. Do not share pens or other office supplies. For customer pens, provide them a new pen that they can take with them or disinfect pens after each use.
7. Be diligent about disinfecting surfaces like doorknobs, tablets, desks, counters, and handrails regularly.
8. Avoid large gatherings and non-essential travel.

