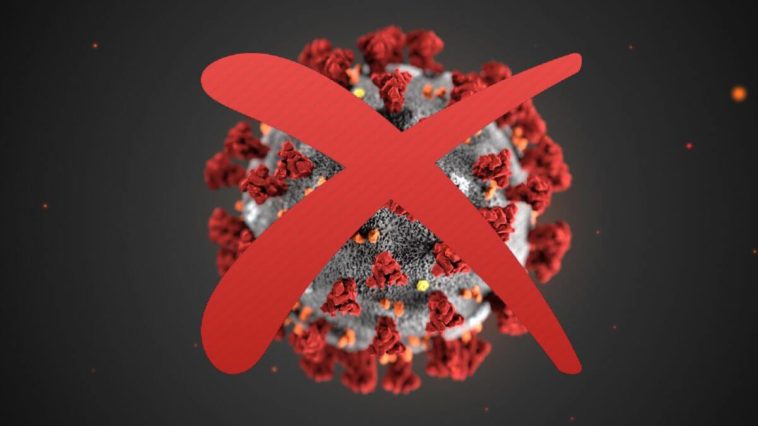
**Stay Healthy**

LSBA

*Help prevent the spread of COVID-19.*

* Stay home if you are sick.
* Inform your supervisor if you have a family member at home with COVID-19 or if you have otherwise been exposed to COVID-19.
* Wash your hands often with soap and water for at least 20 seconds and/or use hand sanitizer with at least 60% alcohol.
* Avoid touching your eyes, nose and mouth.
* Clean and disinfect frequently touched objects and surfaces in your office/workspace.
* Avoid using other employees’ phones, desks, offices or other equipment. When using common equipment (copiers, credit card machine, etc.), clean and disinfect them before and after use.
* Wear a mask whenever in common areas at work.
* Maintain six feet social distance from coworkers.
* Contact your healthcare provider right away if you develop symptoms suggestive of COVID-19 (e.g., fever, cough, shortness of breath).

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