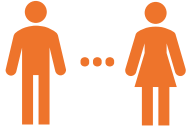


# WORKPLACE SAFETY

A handy guide to keeping safe in the office





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## Maintain social distancing

Stay six feet away from other people at all times

Follow all of the signs around the office, including the one-way paths in the café, gym and hubs



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## Keep your hands clean

Hand sanitizer and Clorox wipes are available throughout the office

Wash or sanitize your hands frequently and wipe down any shared equipment before and after use



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## Wear a mask

Masks must be worn in the office, including while working at your cubicle, in an office with the door open, or while working out in the gym. Masks may be removed while eating or while working in an office by yourself with the door closed.



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## Follow capacity limits

Check the maximum capacity on elevators and meeting rooms

If using the stairs, follow the one-way system

Space yourself at least six feet apart in meeting rooms



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## Arriving at the office

Notify Facilities before returning, take your temperature and assess your symptoms at home

Enter through the 10<sup>th</sup> floor reception area and complete the symptom check form before going to your desk



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## Using our facilities

Horizon Café is open with a limited menu

The gym is open – please email Facilities one day in advance for access

If you require a parking pass, email Facilities

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**If you have any questions, get in touch at  
[facilitiesdenver@libertyglobal.com](mailto:facilitiesdenver@libertyglobal.com)**

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