

## SANTA FE BY DESIGN COVID SAFE PROCEDURES

- Maintain 6 feet distance between individuals whenever possible
- Meet remotely whenever possible
- Employees will wear face masks in the workplace whenever an outside client is in the showroom
- Employees will wash hands frequently; cover coughs with anything except hands
- Report any COVID-19 related symptoms immediately, whether employee OR member of employee's household
- Employees with known close contact to a person lab-confirmed are not to return to work until the end of a 14-day isolation period.
- Persons with known close contact to a person experiencing COVID-19 symptoms awaiting lab-confirmation are not to return to work until a negative lab result is obtained and submitted to SFBD.
- Maximum occupancy of SFBD is limited to 12 people
- Customer entrance to SFBD from main door only
- Customer Exit from SFBD through EAST door only
- Customers must wear masks upon entry to SFBD
- SFBD restrooms only open to SFBD staff; customers must be directed to second floor public restrooms—no exceptions!
- Clean/disinfect surfaces after client interactions
- Clean/disinfect high-touch items such as doors, handles every 2 hours
- Hand sanitizing products will be distributed; staff to encourage customers to use