

total office solutions[®]

PLAN • FURNISH • TECH • MOVE • DECOMMISSION

Dear Valued TOS Employee,

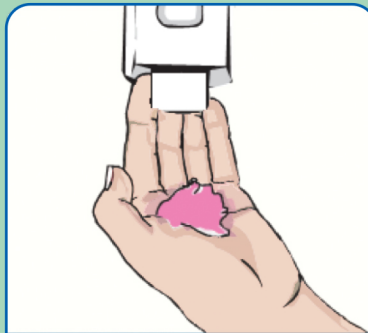
It is imperative that throughout the day you take regular handwashing breaks. It is suggested that this be done hourly. Wash your hands upon arrival to the job site and when leaving. You must wear PPP masks at all times. Make sure you leave our clients restrooms clean at all times. Avoid touching your face and use safe practices at all times.

Your safety and well-being is very important to be able to maintain operations.

FIGHT GERMS BY WASHING YOUR HANDS!



1 Wet your hands



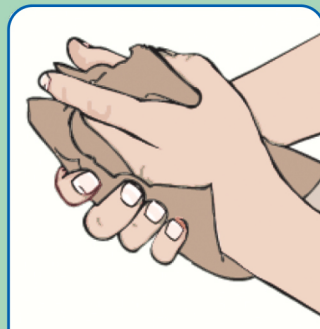
2 Soap



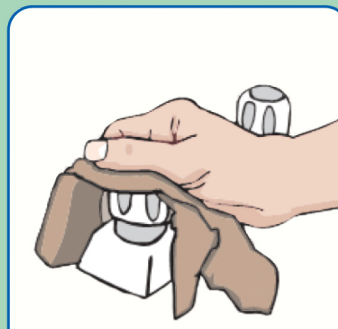
3 Lather and scrub - 20 sec



4 Rinse - 10 sec



5 Dry your hands



6 Turn off tap

DON'T FORGET TO WASH:

- between your fingers
- under your nails
- the tops of your hands

Please sign below that you understand this and will do your part in maintaining a safer work environment for you and all of your co-workers.

Printed Name: _____ Date: _____

Employee Name: _____