



COVID-19 Office Protocol

We are taking the Coronavirus pandemic very seriously and want to protect our members, guests, employees, and all our families from the spread of the virus. We value our member relationships, and in our attempt to provide an effective and safe environment for member and guest interactions, we have instituted the following steps:

- We will support social distancing and will be seated or standing not less than 6 feet from members or guests when meeting with you.
- All employees will be wearing masks whenever we are with members or guests and will ask members and guests to wear masks as well. If members or guests do not have a mask, we will have masks available. We can make no exceptions to this.
- All tables, desks, and chairs will be cleaned with a disinfectant after each client visit.
- Hand sanitizer will be available for members and guests to use as they enter or leave our office.
- We sincerely appreciate and value our relationships with our members and guests and ask for your understanding and support of these steps.

Thank you very much!

*Ed Marek, District Governor 2020-2021
and Rotary District 5960 Leadership*