



***Your SAFETY is  
Our first PRIORITY...***

**ALL PRECAUTIONS IN EFFECT UNTIL FURTHER NOTICE  
(SUBJECT TO CHANGE)**

At MCC, Inc. our first priority is always the health and safety of our employees, families, and guests. With that in mind, we are conscious of the situation surrounding the Coronavirus (COVID-19) and want you to be aware of some precautions we can all take to try and prevent the spread of any infectious diseases.

These Precautions Include:

- **Stay home if you are sick or are experiencing symptoms that could indicate a contagious illness, such as a fever and/or a cough. Seek medical attention if necessary.** If you are on a MCC, Inc. medical plan please remember you have access to medical care through Teladoc, our telephonic doctor service: **www.Teladoc.com** or **1-800-835-2362**
  - Using Teladoc for non-life threatening illnesses can limit your exposure to others who may have more serious illnesses in doctors' offices or waiting areas.
- **Cover your mouth and nose with a tissue when you cough or sneeze.**
- **Wash your hands thoroughly and frequently.** Lather and scrub your hands for 20 seconds, and then rinse and dry your hands. Use a paper towel to shut off the faucet and open the door upon exiting the restroom. **If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth unless necessary.**
- **Clean and disinfect frequently touched surfaces and common areas daily.** This includes meeting and breakrooms, desks, computers, doorknobs, light switches, phones, handles, etc.
- **Avoid close contact with people who are sick.**
- **Stop handshaking and use other noncontact methods of greeting.**
- **Limit your travel and limit your attendance in large group functions.**
- **Avoid potlucks or sharing food, drinks, and utensils with others, especially when sick.**

We would like to remind everyone that safety and cleanliness at each of our locations is a **shared responsibility**. We ask that each team member helps us uphold this expectation so that we can all work to help prevent the spread of infectious diseases. If your location is in need of cleaning supplies please contact your manager so that additional supplies can be ordered.

We appreciate your vigilance and assistance in maintaining a safe and healthy work environment.

**Thank You – MCC, Inc. Leadership**

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