

# conference room courtesy



do not host a meeting  
with more than

\_\_\_\_\_ **people**

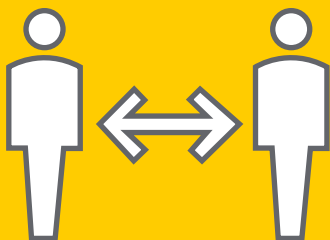
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**sanitize**

the table, keyboard,  
mouse, remote & phone  
before and after use

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maintain physical distancing

**sit 6 feet apart**

(4 chairs between)