



Reopening Our Offices: Interim Guidance For Employees

Dear team,

In light of positive developments over the last few weeks, Elite Financial is reopening its offices. However, we will enforce protocols that uphold the safety and health of our team and clients in mind.

We will provide detailed protocols in the coming days. However, the below chart outlines expectations for returning and being in the office day after day. Please take note of these expectations prior to your return to the office.



The Do's and The Don'ts When Returning To Work

The Do's



Do maintain good personal hygiene



Do wash your hands with soap and water



Do cover your mouth while coughing, sneezing, and yawning



Do clean your hands with alcohol-based hand sanitizer



Do see a doctor if you are feeling sick

The Dont's



Don't touch coworkers' belongings



Don't forget to wash your hands when switching tasks



Don't have contact with live animals or raw/under cooked meat



Don't go to work if you are having symptoms such as fever and cough



Don't touch high traffic areas with your hands

Thank you everyone for your continued hard work and patience through these strange and difficult times.

From all of us at Elite Financial, stay safe!

For further information, call Elite Financial Corporation's 24/7 helpline number **1+ 202-555-2191** or email hr@elitefinance.com

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Rachel S Tattersall



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