## First Updates of 2022





- Back to Maximum Telework
- Same entry requirements
- New COVID testing site at the Horseshoe parking lot
  - At least thru this week
- Domestic travel approvals are happening faster
  - Still need DD approval first
- Must have DD and ALD approval to submit a travel request for conferences or meetings

## **COVID Live Streaming Info Session**

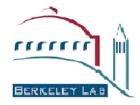
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## 1. Face Masks (Knot & Tuck)

- a. <a href="https://www.youtube.com/watch?v=GzTAZDsNBe0">https://www.youtube.com/watch?v=GzTAZDsNBe0</a>
- 2. Lights Out?
  - a. Report to DSC, Supervisor, or Bldg Manager
- 3. Space Heaters
  - a. Max 1500 watts
  - b. 36" from combustibles
  - c. Do not plug into extension cords or plug strips (If trips breaker – Call facilities)
  - d. Turn off or Unplug when leaving your office





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