

# 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

# Safety Quick Tips



## 1. Face Masks (Knot & Tuck)

- a. <https://www.youtube.com/watch?v=GzTAZDsNBe0>

## 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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Any  
Questions