

ELEVATOR MANAGEMENT SERVICES

May 4, 2020

RE: COVID-19 Elevator Guidelines

Practicing a social distance of six feet has been well documented to help prevent the spread of the Coronavirus. But in some cases, avoiding contact at this distance isn't realistic such as in the case of using an elevator. Below are a few guidelines to help ensure safe elevator usage.

- Limit the number of passengers to four people at one time.
- Wear a mask and avoid getting on the elevator with someone not wearing a mask.
- Once you're in an elevator, maintain the furthest distance you can from the people around you.
- Face away from the other passengers.
- If three passengers are on the elevator at one time, the person in the middle should stand in front of the other two, so contact is less likely.
- If you need to sneeze or cough, make sure to cover your face with your elbow and not your hand
- Try not to touch the buttons with your hands if possible, use your sleeve or clean tissue.
- Use hand sanitizer before entering and after exiting the elevators.
- Consider taking the stairs.

Please keep in mind that because fewer people can access an elevator, it will likely take you longer to travel within the building. Thank you for your patience as we all work together to protect each other's safety.