



COVID-19 Safety Guidelines

UNITED STATES

Updates as of March 2022 are reflected in **red**.

Deluxe's priority is keeping our employees and clients safe as we implement a phased approach to reopening facilities in alignment with recommendations from government leaders and health experts.

All employees and preapproved visitors must follow the below guidelines at all times while in a Deluxe facility. If you have questions or concerns, please reach out to your Deluxe contact.

Entering the Facility

- Employees:
 - Upon entering, employees should swipe their badge for building access. Please note that we are still managing an approved list of onsite employees, and badge access must be requested and approved ahead of time. Please contact your Office Manager for more details.
- Visitors:
 - Visitors are still required to check-in with security upon arrival.
 - Each visitor is required to attest to the below question.
 1. Are you currently experiencing or, in the last 10 days, have you experienced any symptoms of a cold, flu, or acute respiratory illness. For example, any of the following symptoms:
 - Fever or chills
 - Cough
 - Shortness of breath/difficulty breathing
 - Fatigue
 - Congestion or runny/stuffy nose
 - Muscle or body aches/pains
 - Headache
 - Sore throat
 - Nausea or vomiting
 - Diarrhea
 - New loss of taste or smell

If the answer is “yes” to the question above, the visitor will not be allowed to enter the facility.

Facial Covering

- For all onsite personnel, masks are recommended, but not required to be worn in the facility, regardless of vaccination status.
- Deluxe will continue to provide masks at the entrance of the building for those who request them.

Social Distancing & Shared Amenities

- Due to the lifting of social distancing requirements, we will no longer require employees to maintain a 6 ft. distance between employee workstations and common areas. Kitchenettes and dining areas will be accessible, and standard capacity for conference rooms and restrooms will resume.
- Although social distancing requirements have been amended, Deluxe encourages employees and visitors to be mindful of close contact with others.

Hand Washing & Hand Sanitizer

- To help prevent the spread of COVID-19, please remember to thoroughly wash your hands with soap. Global health authorities recommend washing your hands for at least 20 seconds.
- Please also continue to use hand sanitizer throughout the day to keep your hands clean, which will be available around the facility.

Please note that all the matters covered herein are subject to applicable local law and current health and governmental guidelines and may be amended from time to time as needed.

For any questions concerning location-specific issues, please reach out to your Deluxe contact.