

# Memo

**To:** Physicians and all staff  
**From:** Management  
**Date:** 7/1/20  
**Re:** Safety during the lunch break

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To ensure the safety of all staff members during the lunch break, we are requesting that you all try to sit in groups no larger than 3 people. Keep a distance of at least 6 ft. apart, if possible. We also ask that you sit outside, if possible. If sitting outside is not an option, then we ask that you eat in separate exam rooms and clean the room well before and after eating.

## Revision 4.1.21

All offices, except Cypress, will no longer be required to follow this protocol. All staff who covers at Cypress will be required to follow this protocol.