

# MASK REQUIRED

## EMPLOYEES



When inside a KOTT building that is not your home base\*



When physical distancing is not possible while doing your work

\*Home base for all work-from-home employees is their own home  
If you require a mask for the situations above, ask your Supervisor

## ALL OTHERS



When inside a KOTT restricted access area, or when physical distancing is not possible



In the enclosed public space at 3186 Carp Road

See the KOTT Policy on Masks for full details

