

Fold in half. Fold bottom edges toward each other and tape to make table tent stand upright.

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Minnesota Counties Intergovernmental Trust

Safety is serious business. Take precautions and report unsafe conditions.

- Smooth rugs that have become curled or bunched.
- Close drawers when done using them. When left open, they create a tripping hazard for others.
- Step carefully around power cords that cross your path or are near your work area.
- Secure power cords under desks away from feet to reduce the chance of entanglement.
- Route power cords to avoid walkways. Use bridges to cover cords that must cross walkways.
- Never store materials in walkways. Return materials to their proper storage area as soon as you are done with them.
- Step Wisely: Keep walkways and workspace clear of hazards.



Always Keep Walkways Clear

**REMEMBER
KEEP WORKSPACE TIDY
NEVER
STORE MATERIALS IN WALKWAYS**

AVOID INJURY

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