



Guidelines for Reopening: Office Safety

For Every Sector:

- Employers should give special consideration to high-risk employees (Over 65, Diabetic, Hypertension, Compromised Immune System, etc)
- Each worker and guest should maintain a physical distancing of a minimum of 6ft.
- Wear a mask when interacting with people: coworkers or guests/customers/vendors
- Wash your hands thoroughly and often
- Use Gloves if you are handling items for the public. Change them often to prevent cross contamination
- Keep a clean and disinfected workspace; especially in high-traffic areas
- Cover your mouth and nose when you cough or sneeze
- If you don't feel well, go home.
- Consider: Bringing in a remediation crew to disinfect the whole facility.
- Consider: Using a local high-speed testing to make sure that staff is Covid-19 free before returning to work.
- Consider: Have staff prove a normal temperature upon entry to work

For Office Safety

- Limit outside visitors whenever possible
- Suspend business travel whenever possible
- Encourage Digital Meetings

- Allow workers to continue working from home whenever possible
- Create work zones for each worker. If they have their own offices, no one should enter past their doorways. If workers are in an open area, consider marking out work spaces that allow for safe working conditions.
- Use tools (like a pencil) to push buttons like elevator doors, etc.
- Only one person at a time in bathrooms and common rooms like breakrooms, kitchens, copy rooms
- Discourage in-person office visits and encourage communication such as email, calls, and instant messaging such as Google Hangouts.
- Create a cleaning schedule of what should be cleaned, how often and by whom.
- Create a plan on what to do in case of another outbreak