



OFFICES GUIDELINES

GENERAL HEALTH

1. Wear face coverings in presence of others
2. Maintain social distance of at least 6-ft.
3. Frequent hand washing required

HR AND TRAVEL POLICIES

1. Employees should follow CDC travel guidance to protect themselves and others during business travel
2. Employees shall not report to, or be allowed to remain at, work if sick or symptomatic

HEALTH MONITORING

1. Employers should make temperature checks available and post information about COVID-19 symptoms to allow employees to self-assess whether they have any symptoms and should consider going home
2. Have a wellness screening program for conducting in-person screening upon arrival as well as a mid-shift screening; when not possible, screen employees via an in-person conversation or questionnaire once at their workstation, or virtual method via an online survey, mobile application, etc.
3. If employee reports having any COVID-19 related symptoms, they should remain isolated at home for a minimum of 10 days after symptom onset OR until feverless and feeling well (without fever-reducing medication) for at least 72 hours OR confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed
5. Any employee who has had close contact with a person who is diagnosed with COVID-19 should quarantine for 14 days

PHYSICAL WORKSPACE

1. Display signage at entry with face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit, in multiple languages as needed
2. Display visual markers 6-ft. apart at any queue points (e.g., elevators, building entrances)
3. Limit elevator capacity to allow for 6-ft. social distance
4. Allow for 6-ft. spacing between occupied, individual workstations
5. Provide disinfectant wipes and hand sanitizer at building entrances, elevators, vending machines and common areas
6. Encourage employees to remove personal items from desk to allow for easier cleaning
7. Use of shared workspaces, desks, offices, etc. discouraged
8. Minimize the use of shared work materials and equipment

DISINFECTING/CLEANING PROCEDURES

1. Cleaning and disinfecting of premises should be conducted in compliance with CDC protocols on weekly basis
2. Frequently clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings)
3. Disinfect workstations upon entering office and before leaving

STAFFING AND ATTENDANCE

1. Maximum occupancy of 50% of office capacity
2. Design a plan to allow for social distancing within the workplace and if needed, designate employee(s) to monitor capacity limits and social distancing
3. Limit occupancy of common areas
4. If practical, use tele- and video-conferencing while at desk
5. Minimize in-person meetings; if necessary, limit to 50 people with social distancing

EXTERNAL INTERACTIONS

1. Before allowing external supplier or visitor to enter, ask whether the individual is currently exhibiting COVID-19 symptoms
2. Keep a log of all external suppliers and any visitors who enter the office
3. Suppliers and visitors should wear face coverings over their nose and mouth when entering premises