

SAFETY IN AN OFFICE SPACE CHECKLIST

AT THE ENTRANCE:

- Ensure employees are being screened for symptoms before entering the building, and not coming to work if they are having any symptoms
- Post signage reminding employees and visitors of the symptoms of COVID-19
- Restrict the number of employees present on premise to no more than is strictly necessary to perform essential operations until gathering restrictions are removed
- Provide tape or other means of marking on the floor to show people where to stand to remain 6 feet apart if you have a reception or high gathering area
- Promote flexible/remote work schedules to reduce the number of employees in the office at any given time
- Disinfect high touch surfaces like door handles, light switches, and restrooms frequently using an [EPA approved disinfectant effective against COVID-19](#)
- Eliminate self-serve water, coffee, and candy dishes

RECEIVING DELIVERIES:

- If providing delivery services or receiving deliveries, utilize no contact strategies to avoid unnecessary face to face contact (no door to door sales)
- Limit and/or designate areas that packages and mail can be dropped off minimizing the number of delivery drivers coming into your office space

THROUGHOUT THE OFFICE:

- Spread out workstations so employees can remain 6 feet apart at all times
- Limit sharing of equipment/electronics like phones, computers, etc. and disinfect between employee use
- Minimize contact between employees
- Limit/eliminate in-person meetings, use ZOOM, Skype, or other means of meeting that are not in person whenever possible
- No hand shaking, high fives, fist bumps, other direct person to person contact
- Provide hand sanitizer stations
- Send sick employees home immediately, have them call for a test, and [disinfect their work area](#)
- Follow quarantine and isolation guidance in the *Quarantine & Isolation Algorithm* within this document
- Maximize curbside pick-up or delivery for customer service
- Consider installing high-efficiency air filters if possible

- Increase ventilation rates
- Increase the percentage of outdoor air that circulates into the system
- Install physical barriers, such as clear plastic sneeze guards, if able in reception areas or high interaction areas

IN SHARED SPACES:

- Ensure sinks in break rooms and restrooms are always stocked with soap and disposable paper towel
- Remove extra chairs and tables in break room to allow people to remain 6 feet apart; consider staggering breaks and lunch to accommodate 6 foot distance between people
- Disinfect high touch surfaces in these areas frequently
- Discontinue shared snacks or potluck style-food activities