

COVID-19
SAFE PRACTICES FOR
OFFICE LEADERS
RETURNING TO THE OFFICE



PERSONAL REMINDERS

- Contact your supervisor and Safety/HR and do not come to work if:
 - You or anyone you are in close contact with is experiencing any COVID-19 type symptoms (per the [CDC website](#)) – keep in contact with your supervisor.
 - Send employees showing any COVID-19 type symptoms home immediately – inform their supervisor.
- Frequently wash your hands with soap and water for at least 20 seconds or use approved hand sanitizer.
- Avoid touching your eyes, nose, or mouth.
- Avoid physical contact with others and maintain social distancing of 6 feet as much as possible.
- Use of a CDC recommended mask or facial covering may be worn if preferred when not in your office or cubicle (i.e. bathrooms, walkways, stairways, etc.)
- Do not congregate during lunch or breaks. Practice social distancing and staggered lunch breaks to eliminate group gatherings.

OFFICE SUPPLIES AND EQUIPMENT

A close-up photograph of office supplies on a desk. In the foreground, a spiral-bound notebook with lined pages is open. A green paperclip and a green pushpin are resting on the notebook. To the right, a portion of a ruler is visible. In the background, the edge of a laptop is seen, showing its keyboard and ports. The entire scene is set against a light-colored desk surface.

Do not share office supplies with other people such as staplers, headsets and pens.

Keep disinfecting wipes near office equipment that must be used by multiple people such as printers, copiers, shredders and mailing equipment. Wipes should personally be used before and after each use.

A man with a beard and a headset is shown in profile, looking thoughtful with his hand to his chin. He is sitting at a desk with a laptop and a telephone. The background is slightly blurred, showing other workstations.

WORKSTATIONS

- If you work in a cubicle, maintain at least 6 feet between you and people working around you, including partitions and barriers.
- Do not have conversations or meetings in workstations. Contact people via phone or Microsoft Teams instead of stopping by.
- Have your phone conversations in your workstation, do not walk around the building while on the phone.
- Personally disinfect frequently touched objects at your workstation such as keyboards, telephones and desk surfaces at the beginning and end of each day. To help facilitate this, clear off papers, files and other items on your desk at the end of each day.
- No communal food or snack sharing containers allowed at workstations.

RESTROOMS

- Occupancy of each restroom must be limited to 2 people.
- Must be thoroughly disinfected every night by the cleaning crew.
- Soap and paper supplies must be refilled every night by the cleaning crew.
- Trash cans must be placed near doors to encourage using paper towel to open doors when exiting.
- The use of the water fountains outside restrooms is not allowed.

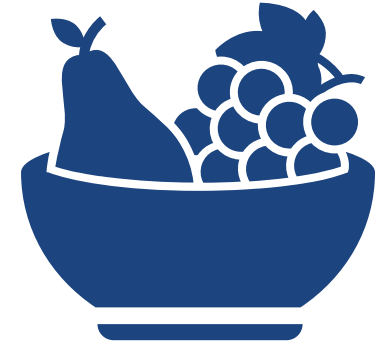


MEETINGS

- It is recommended all visitors are pre-approved and pre-screened with questions by supervisor:
 - Have you returned from any of the countries listed on the [US Travel Advisories](#) website within the last 14 days?
 - Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?
 - Have you been in close contact with anyone who has traveled to one of the countries listed on the [US Travel Advisories](#) website within the last 14 days?
 - Have you experienced any symptoms listed on the [CDC website](#) within the last 14 days?
- In-person meetings are discouraged – use Microsoft Teams instead.
- If necessary, all in-person meeting participants must remain at least 6 feet apart and personally sanitize all surfaces before and after the meeting. If preferred an approved CDC mask or facial covering may be worn.
- If meetings require attendance to be taken, it will be collected verbally, and the host will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or tablets.
- In office lunch meetings are discouraged.

BREAKROOM

- Recommend to bring your own coffee. If using communal coffee supplies, use disinfecting practices after each use on coffee dispensing pots/handles. Wash hands before & after preparing a new batch of coffee.
- Keeping food in break room fridges is not recommended – bring your food in a cooler.
- Recommend to not use the ice machine.
- Using the break room microwave is not recommended.
- Using the shared break room utensils or cups is not allowed.
- Using water fountains is not recommended – employees should use individual water bottles.
- If the 6 foot social distance cannot be maintained in a break room, the break room capacity must be limited or the room closed to all.
- The break rooms will be thoroughly sanitized by the cleaning crew each night.



TRAVEL

All jobsite visitors must be outfitted with proper PPE and maintain social distancing while at jobsite.

Limit the number of people riding in a vehicle together. If you are uncomfortable with carpooling in a company vehicle, you may drive yourself to the jobsite in your personal vehicle.

Flight travel is discouraged unless essential and approved by supervisor.

Follow all [CDC](#) and [US Travel Advisories](#).



GYM AND LOCKER ROOMS

Users must personally sanitize equipment before and after each use.

Locker room and gym use must be scheduled to limit occupancy and maintain social distancing.

Items may not be left in the locker room unless you are using the gym at that time.

The use of the water fountain inside the gym is not allowed. Bring your own water.



LEAVING THE OFFICE

- Wash hands with soap and water or use an appropriate hand sanitizer immediately before leaving the office and removing your face covering.
- Only touch surfaces necessary to safely leave the office. Try to avoid touching doors, doorknobs, railings or handles if possible.
- Follow social distancing guidelines as you exit the office.
- To provide the best protection when leaving the office, the worker can use one of these options:
 - Use hand sanitizer immediately after removing gloves.
 - Carry a disinfectant wipe – if you need to open a door or touch other surfaces, use the wipe as a barrier – when you get to your car, dispose in a garbage bag. Immediately use a hand sanitizer.
- If you were wearing a washable face covering, when you get to your car, place it in a paper bag or baggie to keep separate and bring home to wash.

A blurred photograph of an office interior, showing wooden bookshelves and warm lighting, serving as a background for the left side of the slide.

GENERAL OFFICE SAFE PRACTICES

- All commonly touched surfaces like doorknobs and handrails must be thoroughly disinfected every night.
- All garbage and recycling must be emptied every night.