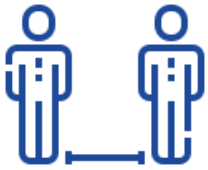# OFFICE-BASED ENVIRONMENTS

Guidelines

- Continued Work from Home – For those employees that can without losing productivity, working from home may be the simple solution
- Temperature-Taking – Employers should have policies in place to disallow individuals with high temperatures (100.4°F or higher) or COVID-like symptoms from entering the building
- Elevators – Limit elevator occupancy
- Arrivals and Departures – Employers should have flexible scheduling for employees to arrive and depart at staggered times
- Disposable Surfaces – Each morning, employees are asked to grab a paper placemat (cover) for their desk. At the end of the day, the paper is thrown away
- Six-Foot Spacing – Ensure six feet of spacing through properly spaced desks and visual signals, such as a circle embedded in the carpeting around each desk to ensure people don't get too close Regulated Flow – Replicating "one-way-traffic" approach as seen in hospitals, the plan uses arrows on the floor and people are encouraged to walk clockwise, in lanes around the office
- Common Spaces – Placement of floor decals in elevators and other common spaces to suggest where to stand and walk
- Improved Air Filtration – High-end air filtration that regularly cleans the
- breathing environment (portable, until a permanent solution can be installed)
- Planning – Planning to ensure preparedness for another potential outbreak
- Shared Responsibility – There is a shared landlord and tenant responsibility in an office. Parties should work together to delineate respective responsibilities within the space to minimize risk

Live.
Work.
Shop. **SAFE**