



GENERAL

Protocols for Office Environments

Mandatory

Recommended Best Practices

Employees & Guests

- **Ensure minimum 6 feet between people, if not possible, install barriers**
 - Personnel should work from home when possible and feasible with business operations
 - Limit travel as much as possible
 - Stagger arrival of all employees and guests
 - Businesses must require all employees to wear facial coverings, except for one of the following reasons:
 - Facial coverings in the work setting are prohibited by law or regulation
 - Facial coverings are in violation of documented industry standards
 - Facial coverings are not advisable for health reasons
 - Facial coverings are in violation of the business's documented safety policies
 - Facial coverings are not required when the employee works alone in an assigned work area
 - There is a functional (practical) reason for an employee not to wear a facial covering in the workplace.
- (The City must provide written justification, upon request, explaining why an employee is not required to wear a facial covering in the workplace. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.)*
- Employees must perform daily symptom assessment*
 - Employees are required to stay home if symptomatic
 - Require regular handwashing by employees
 - Place hand sanitizers in high-contact locations

Physical Spaces/ Work Stations

- Frequent disinfection of desks, workstations, and high-contact surfaces
- Daily disinfection of common areas
- Cancel/postpone in-person events when social distancing guidelines cannot be met
- No buffet food served.
- Utilize disposable tableware and other materials
- Establish maximum capacity
- Reduce sharing of work materials
- Post signage on health safety guidelines in common areas

Confirmed Cases

- Immediately isolate and seek medical care for any individual who develops symptoms while at work
- Contact the City and the local health district about suspected cases or exposures
- Shutdown floor for deep sanitation if possible

- **Ensure seating distance of minimum of 6 feet or more**
- Consider having visitors wear face coverings at all times
- Enable natural workplace ventilation
- Health questionnaire for symptoms at entry
- Temperature taking protocol

- **Redesign/space workstations for 6 feet or more of distance**
- Close cafeteria and gathering spaces if possible, or conduct regular cleanings
- Limit congregation in office spaces
- Divide essential staff into groups and establish rotating shifts
- Availability of at least 3 weeks of cleaning supplies

- Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/ notifications.
- Once testing is readily available, test all suspected infections or exposures.
- Following testing, contact local health department to initiate appropriate care and tracing.

WHAT WE WILL DO IF A COVID-19 INFECTION IS IDENTIFIED:

- **Immediately report employee or customer infections to the local Board of Health.**
- **Work with the local Board of Health to identify potentially exposed individuals.**
- **Facilitate appropriate communication/contact tracing. Shutdown for deep sanitation and cleaning.**
- **Reopen in consultation with the local Board of Health.**

*Per the CDC, symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell.