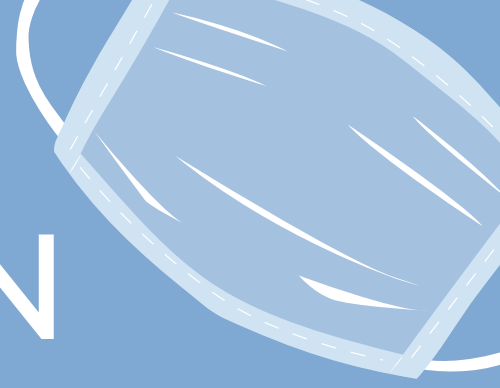


OFFICE PREPARATION TIPS



COVID-19

TEMPERATURE MONITORING

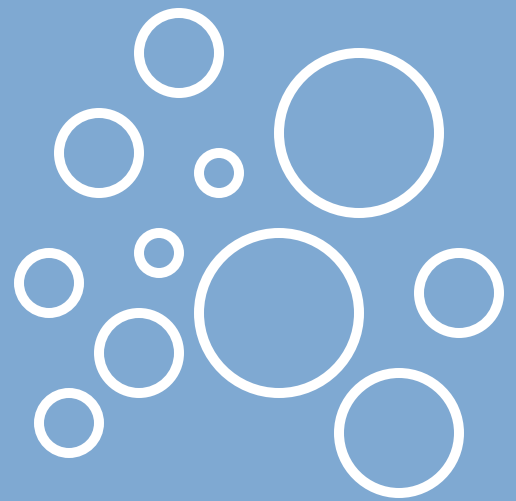


Check employee temperature prior to entering the building

SANITATION

Plan for comprehensive cleaning

- Hand soap
- Touchless paper towel dispensers
- Touchless hand sanitizer stations
- Disinfecting wipes
- Clean desk policy
- Set custodial company cleaning expectations
- Antimicrobial air filters



FACE COVERINGS

Close Contact & In-Person Interaction

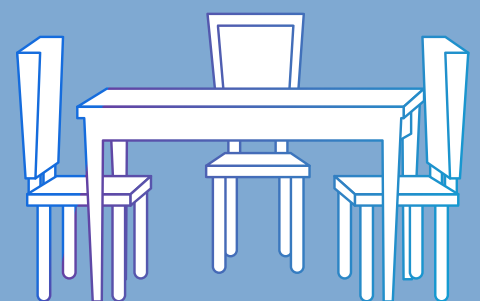


- Consider face covering policies for in-person interactions
- Maintain 6 feet between employees
- Require visitors to have temperature checks and wear face coverings

COMMON AREAS & HIGH TOUCH SURFACES

Common Areas

Consider closing all non-essential common areas where high-touch surfaces are common. If those areas must be left open, ensure the proper disinfection protocols are in place.



High Touch Surfaces



High touch surfaces such as coffee makers should no longer be available for use. Employees should be encouraged to bring everything they will need for the day from home.

THIS LIST IS NOT MEANT TO BE EXHAUSTIVE AND ALL LOCAL, STATE, AND FEDERAL GUIDELINES SHOULD BE FOLLOWED. VISIT [CDC.GOV](https://www.cdc.gov) FOR MORE INFORMATION

OFFICE PREPARATION TIPS COVID-19



DESK SPACING



PLEXI-GLASS BARRIERS

Customer-Employee Facing

Consider installing barriers between customers and employees where prolonged interaction occurs such as cash registers or customer service desks



CONFERENCE ROOMS

Social Distancing Rules



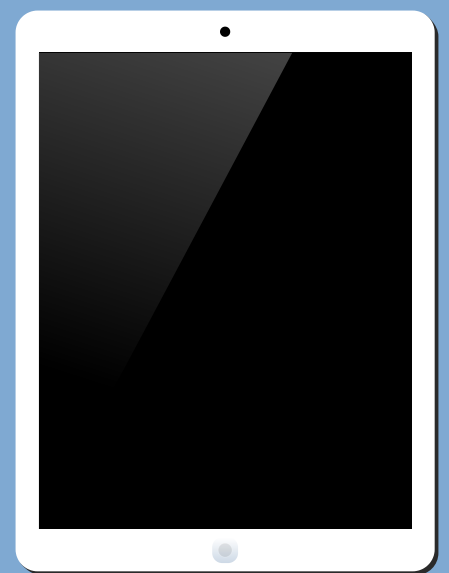
- Consider one-way entry and exit such as clockwise
- Maintain 6 feet between participants
- Consider face coverings
- Clean & disinfect after use

REMOTE WORK & VIRTUAL INTERACTION

Continue when possible

Continue to allow remote work for those that can operate effectively in this fashion. Create a plan for high-risk employees to continue to work remotely.

Consider continued video conferences in place of in-person meetings when possible



WORK2LIVE