

PREPARING FOR DAY ONE

From the data we've gathered, the following are tips for your office:

INSIDE THE WORKPLACE

Encourage good **personal hygiene** and infection control practices when employees are in the workplace, including, but not limited to:

Respiratory etiquette:

- Encourage covering coughs and sneezes
- Turn away from others when coughing or sneezing

Hand hygiene:

- Promote frequent and thorough hand washing
- Make hand sanitizers available in multiple locations adjacent to common touchpoints

Avoid touchpoints:

- Provide disposable wipes so that common touchpoints (e.g., doorknobs, light switches, desks, desktop peripherals, remote controls, and more) can be disinfected by employees before each use
- Discourage the use or borrowing of other people's phones, desks, offices or equipment.

Maintaining a **clean workplace** will assist in minimizing risk to employees.

Regular housekeeping:

- In open work environments, increase the frequency of cleaning and disinfecting frequently touched surfaces, equipment, and other surfaces in the workplace:
 - » Kitchen Areas
 - » Vending Machines
 - » Work Rooms
 - » Meeting Rooms
 - » Huddle Rooms
- When choosing cleaning chemicals, organizations should consult products from approved lists from governing authorities, and reference disinfectant labels, data and specifications with claims against emerging viral pathogens.

OFFICE ENTRY/RECEPTION

Consider guidelines and recommendations to control ingress and egress and promote ongoing safety and precautionary measures at those points. These might include, but not limited to:

Suite Entrances:

- Hand sanitizer at doorways both inside and out.

Reception:

- Training reception personnel on safe interactions with guests.
- Reconfiguration of visitor registration systems to avoid guests leaning over receptionists.
- Glass screens between guests and reception personnel.

Collaboration Tools

- Remove shared conference phones and encourage the use of personal mobile phones or laptop softphones for teleconferences.

FREQUENTLY TOUCHED SURFACES

Frequently touched surfaces are reservoirs for viral pathogens. By reducing the frequency of physical contact with items in the workplace that are also touched by others, individuals can reduce their exposure to communicable diseases. Solutions may be temporary or permanent.

In addition to providing disinfectant sprays or wipes adjacent to each touchpoint, consider the following range of precautions to reduce touchpoints:

Light/power switches

- Affix signage to remind occupants to keep switches 'on' all day
- Provide disinfectant dispensers

Doors

- Affix doors in an open position

Collaboration Tools

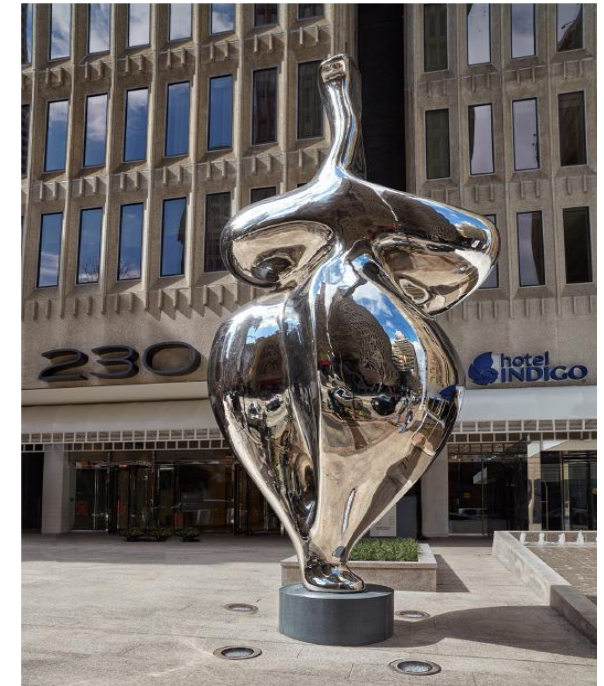
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HELPFUL LINKS

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf

<https://www.cdc.gov/>

<https://www.who.int/>



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