

# COVID-Safe Guidelines For the General Office Environment

---

## SOCIAL DISTANCING GUIDELINES

### General:

- Maintain a six-foot distance from others, especially in common areas of your workplace including elevators, restrooms and breakrooms.
- Limit movement around the office whenever possible.
- Disinfect workstations daily.
- Frequently disinfect high-touch surfaces (e.g., kiosks, shopping baskets, doorknobs, etc.).

**Work Areas:** Allow for a six-foot diameter boundary around each active employee work area. This may include closing certain work areas or cubicles. Workstations should not be shared among employees, even on different days of work.

**Conference Rooms:** Avoid using conference rooms until social distancing restrictions are lifted. Consider using conference rooms and meeting spaces as workstations while maintaining six feet of separation.

**Circulation:** If office aisles are narrow and don't allow for six-foot separation, consider designating traffic flow in a circular manner and using taped arrows to indicate preferred flow. Consider designation of specific up vs. down elevators or stairwells to reduce traffic.

**Amenities:** Clean hands before and after using amenities. Offer sanitizer in your break rooms and by other high-touch surface areas. Social distance when using water dispensers, water fountains and ice makers. Refrigerators and microwaves should be cleaned when visibly soiled. Water fountains should be accessed with a cup only.

## ON-SITE WORK ROTATIONS (ALTERNATING WHO IS IN THE OFFICE AT ANY GIVEN TIME)

- Respect state social distancing and stay-at-home requirements.
- When possible, maintain your work-from-home practices (remote workforce).
- If remote work is not possible and employees must work at the office, maintain social distancing guidelines at all times.
- To ensure social distancing guidelines are maintained, consider alternate days or scheduling for your employees when possible.





## MASKS

- Have employees wear a mask covering their mouth and nose when in the work environment.
- Employees alone in their offices do not need to keep their masks on. However, their masks should be worn when in common areas (hallways, stairwells, elevators, etc.).



## HAND HYGIENE

- Hand sanitizer should be available at entrances to the building and strategically placed throughout the work environment.
- All employees should practice good hand hygiene by regularly using alcohol-based hand sanitizer or washing with soap and water.
- When washing hands with soap, lather for 20 seconds and then rinse with warm water.
- Avoid touching your eyes, nose and mouth with unwashed hands.



## SCREENING OF EMPLOYEES FOR ILLNESS

- The overall health of the workforce is essential. Before entry into the work environment each day, employees should be screened for signs and symptoms of illness.
- Consider gathering basic information, such as temperature, electronically. If an employee does not have home access to the internet or a thermometer, the information can be gathered upon arrival before entering the work environment.



## SEPARATION OF EMPLOYEES WHILE EATING AND DRINKING

- Ensure common areas like cafeterias and breakrooms have separation of seating.
- Encourage employees to eat/drink alone at their workstations, if possible.
- Avoid in-person lunchtime meetings and ordering of food/snacks to discourage communal eating/drinking.



## ROUTINE TESTING FOR UNVACCINATED EMPLOYEES

- Track and verify each employee's vaccination status.
- Establish testing requirements (i.e., weekly testing) for employees who are not fully vaccinated.
- When employees show proof of full vaccination, they can stop being tested.

---

### Where to Go for Additional Information

For employer-related COVID-19 questions, or to be added to our COVID-19 employer distribution list, email us at: [Covid19RTW@AtriumHealth.org](mailto:Covid19RTW@AtriumHealth.org) or visit us at: [AtriumHealth.org/Coronavirus](https://AtriumHealth.org/Coronavirus).