

YOUR  
COMPANY  
LOGO

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# Returning to Our Office Safely During COVID-19



Learn tips on how we all can help to reduce the risk of exposure to coronavirus and stay healthy in the workplace.

Here you will find information on cleaning and disinfecting workspaces, social distancing guidelines, the use of personal protective equipment (PPE) and more.



Since the outbreak in March of the COVID-19 virus, the majority of American workers have been home, sheltered in place. As these orders are lifted and communities begin to take measures to reopen, businesses need to prepare to resume their operations and safeguard their employees as they return to their jobs.

Your health is our primary concern. The novel coronavirus—like other infectious agents—is invisible, highly infectious and will require changes in how we work together.

These tips offer some protections from COVID-19 and other contagious diseases and will help keep us safe as we return to the workplace.

A special thanks to each of you. We are incredibly proud of how we all were able to come together for each other.

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SAMPLE



## TEMPERATURE CHECKS



**If you are mildly sick, then please stay home.**

Please take your temperature before coming to the office. If you have forgotten to, then please use the digital thermometer in the conference room.



## WASH HANDS



Anyone entering our office must wear a mask and sanitize their hands. Masks, gloves, and hand sanitizer are available in the conference room.



## FACE MASKS



It is especially important to always wear a properly fitted face mask while in the office. We will provide you with additional disposable face masks, gloves, hand sanitizer and wipes when you return.



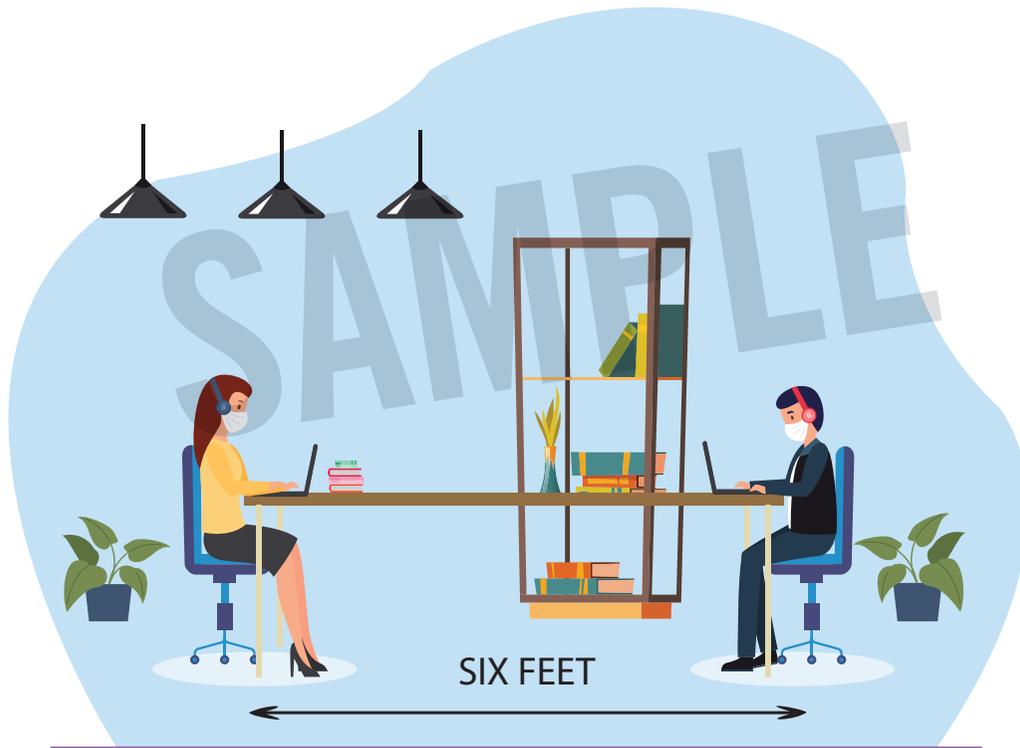
## SIX FEET APART



Please remember our commitment to each other by practicing social distancing protocols while in and around the office. Stay safe at 6 feet apart!



## SIX FEET WORK AREAS



Social distancing in your work area is also important for your safety. Please keep at least six feet between your workstation and other colleagues at all times during the day.



## OFFICE GATHERINGS



Please refrain from gathering in small social groups both inside and outside the office building. This includes the lobby and kitchen area in particular. We highly recommend that you use your face mask when not at your desk.



## ELEVATOR SPACE



Please refrain from using an elevator that has two or more riders. Wait for the next one or use the stairs located nearby.



## OFFICE MEETINGS



Office meetings are important, so please attend them with safe social distancing and with minimal attendees when possible. Short meetings are also recommended for your safety.



## PERSONAL DESK ITEMS



Please continue to keep your personal desk items clean and sanitized. A container of wipes at your desk will aid in this practice. Minimize the items that you bring back and forth from home.



## SHARING DEVICES



Avoid sharing your headsets, keyboard, mouses, laptop, phone, key card and other personal items with others.



## CELL PHONES



Please use your personal cell phone for calls instead of your desktop phone if possible.



## OFFICE SURFACES



We will have a cleaning service disinfect high touch points in common areas including: door handles, table-tops, copiers and other hard surfaces.



## FOOD ITEMS



### **We are limiting access to the kitchen**

Please limit your food items to wrapped and single serve; and use single serve utensils and paper plates. Refrain from leaving items in the refrigerator.

If you touch anything in the kitchen, please wipe it down with wipes provided.



## TRASH CONTAINERS



Receptacles will be placed throughout the office for you to discard used masks and gloves. Immediately discard all tissues used for coughs or sneezes in a closed receptacle.



# OFFICE RESTROOMS



Masks are always required when using the restrooms. Gloves are not required but suggested. The building crew will disinfect the men's and women's bathrooms twice daily to insure a safe environment.

The most important factor in this office is the health and safety of our employees.

While it may seem daunting to adjust our workplace policies for COVID-19, it's vital to approach the return to the office with an abundance of caution.

To ensure both our facilities and employees are prepared for a post-coronavirus work environment, we have established these COVID-19 workplace safety guidelines to mitigate risk and reduce the transmission of germs between employees.

Prior to the reopening of our offices we will follow appropriate sanitation and disinfection guidelines to help ensure your safety. During business hours we will disinfect high touch points in common areas

and work surfaces. In addition to our daily disinfection efforts, the building management will disinfect the restrooms throughout the day.

If you see something that makes you uncomfortable in the building say something to your manager. We will deal with building management on issues.

Lastly, there will be hand sanitizer stations and receptacles for used mask and glove disposal.

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THANK YOU

Please take extra precautions and follow these guidelines to help keep our employees safe.  
If you have any questions or concerns, please let us know.

**Your Company Contact Information**