

COVID-19 Return to Work Safety Tips

Sanitizing tips

Reduce Touch Points, Increase Cleaning

- Touchless ingress/egress, clean desk policy, food plan, cleaning common areas
- Supply disinfectants near or on each desk or work area, particularly those that are shared
- Remove high-touch shared tools such as whiteboard markers, remote controls, etc.
- Clearly adopt, implement, and communicate company sanitization protocols; clearly communicate you are following CDC, OSHA, and state guidelines to ensure you are making them feel secure

Encourage basic infection control hygiene

- Frequently wash hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub product with at least 60% alcohol
- Always wash hands that are visibly soiled
- Avoid touching your eyes, nose, or mouth with unwashed hands
- Follow appropriate respiratory etiquette which includes covering coughs and sneezes with tissue or crook of elbow (not hands) and immediately dispose of tissue
- Avoid close contact with people who are sick
- Stay home if sick

Social Distancing Tips

- Consider phasing based on roles and priorities, including temp workers if needed – (Alternating work weeks in the office and WFH, Staggered arrival/departure times Enable teams to negotiate their own ‘in office’ schedules)
- Redesign spaces, alternate desk/chair use, etc., for social distancing
- Enforce stringent cleaning protocols for shared spaces
- Consider cleaning protocols for the end of the day
- Create and implement a policy on PPE or Cloth Face Masks and how to properly doff/don. Be prepared to enforce it