

Health and Safety Recommendations for Workspaces

Social Distancing and Spacing

Maintain social distancing of six feet minimum at all time

Reconfigure the workspace to allow for proper spacing of all workstations, common areas and facilities.

Reduce seating capacity of all shared spaces, meeting rooms and common areas to allow for proper distancing.

Consider one-way traffic options within the workspace to assist with spacing while avoiding cross-contact.

Endorse “shifting” and WFH strategies to reduce concurrent density in workspace.

Offer additional private offices and private workspace options to provide increased isolation.

Consider the installation of health shields and forced distancing in reception, common and visitor areas.

Create safe hand off points / areas for mail, docs, deliveries, equipment etc.

Safety and Hygiene in Shared Areas

Map out all potential access, movement and exit points in your workspace and identify risk areas for contamination.

Post visible signage throughout your workspace on specific rules, effective hygiene, handwashing and social distancing.

Consider digital thermometers for temperature check at entry and display information on COVID 19 symptoms.

Offer access to hand sanitizer, gloves, disinfecting wipes, towels, tissues and disposable masks upon entry when/if available.

Keep detailed employee and visitor logs of check-in / check-out activity.

Consider a dedicated health and safety staff resource for your workspace.

Cleaning and Sanitation

Increased frequency of hospital grade cleaning and disinfection of the workspace including all private areas.

Review HVAC zoning and filtering options and update/upgrade where possible.

Cleaning / disinfection of shared meeting and workspaces after each use.

Frequent cleaning / disinfection of all shared surfaces throughout the workday.

Frequent cleaning / disinfection of all high-touch items such as fixtures, handrails, doors, elevators etc.

Providing hand sanitizer and anti-bacterial wipes in all shared areas, at all workstations and offices when/if available.

Ask staff, clients and guests to always sanitize common surfaces and shared equipment prior and after use.

Personal Hygiene for Employees, Clients and Guests.

Wash your hands frequently and properly with warm water and soap for 30 seconds minimum.

Wear facemasks and/or gloves when and where recommended or required.

Avoid touching items such as handles, buttons, fixtures, handrails, doors, elevators etc.

Use your arm or sleeve only when coughing or sneezing and use hand sanitizer regularly.

Please dispose of tissues immediately and wash hands or use sanitizer any time you have used tissues.

Refrain from touching your eyes, nose or mouth.

Sanitize your personal work surfaces before and after each workday.

Sanitize your personal equipment such as laptops, keyboards, mouse / mouse pad, screens, phones etc.

Minimize bringing items that cannot be easily sanitized to the workplace, take out what you bring in daily.

Food and Beverage

Do not offer shared food and beverage options such as buffet style catering, fruit, snacks, coffee, tea.

Do not offer shared dining ware such as cups, utensils, seasonings, etc. and/or ensure sanitary options.

Limit use of microwaves, refrigerators, kitchen sinks, vending machines etc. and/or ensure sanitized operation.

Only allow for safe, packaged food and beverage options and ensure proper discarding.

Ensure properly spaced seating and distancing in any café or lunch areas.

Evaluate location / sanitary options of your garbage and recycling stations.

Handwashing and sanitizing prior / after handling food or drink is “a must do” for all.

Mail and Deliveries

Allow for safe spacing and dedicated areas when receiving mail, shipping or other deliveries.

Use proper sanitation protocols for all mail and packages prior to handling or distributing.

Always use gloves and masks while handling mail or packages.

Offer safe pick-up points / areas for mail, docs, deliveries, equipment etc.

Discontinue accepting personal shipping deliveries for employees.

Use electronic documents / communication methods instead of print and paper whenever possible.

Feeling Good or Feeling Sick Today?

Monitor your vitals every day before work and make sure you have no symptoms - Let's be smart!

If you are displaying even mild flu-like symptoms, including fever, cough and cold - PLEASE stay home. Notify staff immediately if you are diagnosed with COVID-19 and have used workspace within the past 30 days.

Been Traveling?

If you recently traveled to high-risk areas (areas as updated by the CDC), please self-quarantine for 14 days, even if you show no symptoms. Keep monitoring yourself for any symptoms of illness.

If you are showing any symptoms of illness, we ask you to check with your healthcare provider.

Please do not plan to return to work until you have been cleared and are no longer sick.

What if it happens anyway?

If a person that used the workspace recently has been diagnosed with COVID-19, please make sure to notify staff (and clients) immediately while enabling additional cleaning protocols and/or temporary closures to ensure clean and safe work environments.

Communication and action is key!