Will your Workplace need to change after Covid 19?

Facts about the workplace:

• 70% of all offices in USA are “open office”

• Per studies in Sweden, Denmark and Canada, open office workers take twice as many sick days as people who work from home or not in the open office.

• If staff are separated by a panel that is 50” or higher, it is logical you will be less likely to be infected.

Create Protocols for Physical distancing in the workplace to keep staff safe:

• Stay home if you are sick.

• Daily temperature screenings for employees upon arrival.

• What technology can be incorporated into the workplace to provide a safer environment? Zoom meetings instead of face to face?

• Is your staff all on board to come back to work? Ask them who is at high risk, they could continue to work from home?

• Consider implementing rotating ½ of staff to come into the office based on department or last name.

• Is the current office layout and panel heights adequate to allow for social distancing measures?

• Avoid direct (i.e. shaking hands) and indirect (i.e. sharing writing utensils) contact with other people.

• Avoid having groups celebrate birthdays or pitch ins, no shared food in break rooms.

Conference Room Protocol:

• Persons to sit in every 3rd seat (leaving 2 chairs empty between). OR

• Remove 2/3 of chairs in each conference room and remaining seats to be spaced out by at least 6’.

• Tabletop, chair arms, conference room equipment, and door handle to be sanitized after each use.

• Masks to be worn while in conference room.
Physical conference rooms to be used only when phone or video conferencing is not possible.

- Conference rooms to be vacant for a period of 15 minutes (or appropriate amount of time depending on size of room) between meetings to allow for complete air replacement in the space.
- Ventilation should be increased, and airflow direction altered to minimize potential airborne transmission.
- Avoid scheduling in-person meetings involving people from multiple departments who do not typically work together or have regular interaction.
- Post signage with guidelines and protocol reminders on both sides of the conference room door.

Workstation Protocol:
- Persons to sit 6' apart separated by panels, if no panels available add screen guards to shield employees to be at least 50" tall for seated privacy. **OR**
- If office is open concept and screen guards cannot be added, stagger workdays in the office, flexible work hours.
- Employees to sanitize workstations upon arrival and departure each day. (worksurfaces, phone, keyboard tray, chair arms, etc.)
- Masks to be worn when leaving your workstation.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Provide employees with tissue and no-touch trash receptacles.
Discourage employees from using other employees’ phones, desks, offices, or other work tools and equipment, when possible. No Hotel (shared) Stations during this time.

Install high efficiency air filters and increase ventilation rates.

Common areas:

- Elevators:
  - How many people (1, 2 or 3) to an elevator, depending on size.
  - Masks must be worn in elevator.
  - People stand facing front (this typically occurs).
  - Allow appropriate social distancing (6’) when exiting and entering the elevator.
  - Use sleeve or other fabric/wipe/paper towel to press buttons.

- Stairwells:
  - Depending on the width of the stairwell, social distancing of 6’ can occur.
  - In a closed stairwell, wait on a landing or wait upon entering to allow the user to pass.
  - Exit a stairwell on another floor to allow user to pass, then re-enter.
  - Use sleeve or other fabric/wipe/paper towel to open doors to stairwell
  - Do not touch handrails (however, this could be discouraged as it is a safety measure).

Restrooms:

- How often should the Restrooms be cleaned?
- What is the preferred occupancy?
- What is the procedure if all stalls/urinals are being used?
- How will individuals be expected to touch handles and surfaces in the Restroom?
  - Should automatic, sensory enabled units be installed?
  - Should a hands-free door opener be installed to enter/exit the Restroom (example: foot-controlled option)?
- How can we ensure that individuals are washing their hands and for the appropriate amount of time?
• Should a sensory timer be placed at the faucet to ensure that individuals are washing hands the appropriate amount of time?

• Where should the dispensers and trash receptacles be installed?
  • If hands-free door openers are not installed, should a towel dispenser and trash receptacle be placed near the exit for individuals to use in order to open the door?
  • What are the distances each unit should be installed to reduce contact between two (or more) individuals?

• What dividers should be used in the Restroom and where should they be installed?
  • All stalls and urinals?
  • Should dividers be installed between sinks?
• Should hand-drying units be replaced with paper towel dispensers?
• Should an electronic occupancy status be installed at the entrance to ensure no one is waiting in line? Or to ensure that the preferred occupancy is maintained?
• If a changing table is inside the Restroom, should this be relocated?
• Should proper hygiene reminders be placed in the Restroom?
• What is the procedure if two individuals come into contact at the doorway?

Breakrooms:
• How often should the Breakroom be cleaned?
• What is the preferred occupancy?
• What is the procedure if multiple appliances are being used at one time by more than one person?
• How will individuals be expected to touch handles and surfaces in the Break Room?
  • Should automatic, sensory enabled units be installed?
  • Should a hands-free door opener be installed to enter/exit the Break Room (example: foot-controlled option)?
• Should additional sanitation supplies be installed?
• What is the procedure for someone after finishing their break in the space?
  • Should individuals wipe down surfaces after touching?
What is the procedure for someone upon entering the space and utilizing the break area?

- Should individuals wipe down surfaces prior to touching?
- Does the existing furniture placement meet the preferred procedure for social distancing?
  - Do chairs need to be moved or temporarily removed?
  - Do spaces need taped off to ensure that social distancing and preferred occupancy measures are maintained?
- What is the procedure if two individuals come into contact at an appliance or the doorway?
- Should dividers be used in the Break Room on the tables?
- If a TV is installed, should these be programmed to reduce contact with remote controls?

Private Office Protocol:

- Employees to sanitize office upon arrival and departure each day. (worksurfaces, phone, keyboard tray, chair arms, etc.)
- Masks to be worn when leaving your office.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Provide employees with tissue and no-touch trash receptacles.
- Discourage workers from using other workers’ phones, desks, offices, or other work tools and equipment, when possible.
- Leave office doors open for hands free entry. Clean doorknobs frequently if door cannot remain open.
- Limit the number of people entering your office. No more than (2) at a time. Wear masks if (2) people are present.
- Install high efficiency air filters and increase ventilation rates.

How can we assist you, please contact us 317 202-0000 x 101

Be Safe