

General Office Guidelines

Checklist of Mandatory Guidelines for the General Office Environment



Employees & Guests

- Minimum 6ft between people or barriers
- Work from home when possible and feasible
- Limit travel as much as possible
- Require all employees to wear facial coverings
- Written justification for employees who are exempt
- Employees must perform daily symptom check
- Require employees to stay home if symptomatic
- Require regular handwashing by employees
- Place hand sanitizers in high-contact locations

Common COVID19 Symptoms

- Temp of 100 degrees or higher
- Sore throat
- new uncontrolled cough that causes difficulty breathing
- Diarrhea, vomiting, abdominal pain
- New onset of severe headache, especially with fever
- Loss of taste or smell

Physical Spaces/ Workstations

Confirmed Case

- Immediately isolate and seek medical care for individual who develops symptoms
- Contact Marion Public Health immediately
- Shutdown shop/floor for deep sanitation if possible

- Frequently disinfect desks, workstations, and high-contact surfaces
- Daily disinfection of common areas
- Cancel/postpone in-person events where social distancing cannot be met
- Utilize disposable tableware and other materials
- Establish maximum capacity
- Reduce sharing of work materials
- Post signage of health safety guidelines in common areas

Close contacts must quarantine for **14** days

A close contact is someone who has been within 6 feet of a confirmed positive case for at least 15 minutes.