

COVID-19 Best Practices for Offices

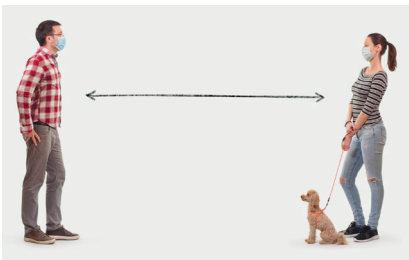
- Have one entry point into the facility where employees can be checked for symptoms before entering: fever, cough, difficulty breathing/shortness of breath, chills, headache, or sore throat, new loss of taste or smell



- Clean and disinfect highly used surfaces regularly, such as door knobs, hand rails, counters, copier buttons, faucet, fridge, cabinet, and microwave handles, etc.



- Employees should maintain a 6-ft. distance between each other



- Employees should wash their hands frequently for at least 20 seconds



- Employees are required to wear a mask that covers their nose and mouth



- Provide hand sanitizer in several locations throughout the facility

