



Cheboygan County
Habitat
for Humanity[®]

Cheboygan County Habitat for Humanity

COVID-19 PREPAREDNESS AND RESPONSE PLAN

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COVID-19 PREPAREDNESS AND RESPONSE PLAN

Cheboygan County Habitat for Humanity takes the health and safety of our employees seriously. We are all living through the spread of COVID-19 and the need for certain employees to continue in-person work. Others either are or will soon be welcomed back into work, either because they are critical infrastructure workers, because they are needed to conduct minimum basic operations for our business or because our business is once again allowed to open. We want you to know that we are committed to reducing the risk of exposure to COVID-19 and we are ready to provide a healthy and safe workplace for our employees, customers, and guests.

Our plan is based on information and guidance from the Centers for Disease Control (CDC) and the Occupational Health and Safety Administration (OSHA) at the time of its development. Because the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided by the CDC, OSHA, and other public officials at the state or local levels. Cheboygan County Habitat for Humanity is focused on three lines of defense:

1. Limiting the number of people together at the same time in the same place,
2. Sanitizing all areas and
3. Requiring appropriate personal protection equipment including masks, face shields, etc.

Note: Cheboygan County Habitat for Humanity (CCHFH) may amend this Plan based on changing requirements and the need of our business.

The spread of COVID-19 in the workplace can come from several sources:

- Coworkers
- Customers
- Guests - visitors/vendors/family members
- The General Public

Our employees fall into one or more of the following categories as defined by OSHA:

- Lower exposure risk (the work performed does not require direct contact with people known or suspected to be infected with COVID-19 or frequent close contact with the public).
- Medium exposure risk (the work performed requires frequent and/or close contact with people who may be infected with COVID-19, but who are not known COVID-19 patients, or contact with the general public in areas where there is ongoing community transmission).

COVID-19 WORKPLACE COORDINATORS (TASK FORCE)

CCHFH has designated the following staff as its COVID-19 Workplace Coordinators: Mandy Martin, Executive Director mandy@habitatcheboygan.org, 231-597-4663 (Office) 231-709-3090 (Cell) and Melissa Tallman, Assistant Manager melissa@habitatcheboygan.org, 231-597-9463

The Coordinators responsibilities include:

- staying up to date on federal, state, and local guidance
- incorporating those recommendations into our workplace
- training our workforce on control practices, proper use of personal protective equipment, the steps employees must take to notify our business of any COVID-19 symptoms or suspected cases of COVID-19.
- reviewing HR policies and practices to ensure they are consistent with this Plan and existing local, state, and federal requirements

RESPONSIBILITIES OF CCHFH SUPERVISORS AND MANAGERS

All CCHFH managers/supervisors must be familiar with this Plan and be ready to answer questions from employees. Additionally, CCHFH expects that all managers/supervisors will set a good example by following this Plan. This includes practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

CCHFH will require and keep a confidential record of all self-screening protocols for all employees or contractors entering the worksite, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed cases of COVID -19.

CCHFH will:

- Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
- Provide non-medical grade face coverings to their employees, with supplies of N95 masks and surgical masks reserved, for now, for health care professionals, first responders (e.g., police officers, fire fighters, paramedics), and other critical workers.
- **Require cloth or disposable masks to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace.**
 - This includes wearing face masks while in the ReStore truck or while on the clock in any vehicle with other occupants.
 - This includes wearing face masks while any customer is in the store, even if they are over 6 feet away.
 - You are permitted to remove your mask for drinking beverages throughout the day, but meal breaks are required to be taken in the breakroom, outside at the picnic table, or in the conference room if it is available.

- If you need to get some fresh air, you must let your manager know and you can step outside away from anyone else and remove your mask to get some fresh air. You must still maintain 6 foot distance between yourself and other individuals.
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).
 - Use Daily COVID Cleaning List to ensure the appropriate cleaning is being done at the appropriate times by everyone working each shift.
- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace. If a positive COVID-19 case, CCHFH will bring in a professional cleaning company to clean and disinfect the building.
- Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.
- When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify both:
 1. The local public health department, and
 2. Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).
- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
- Train employees on how to report unsafe work conditions.

RESPONSIBILITIES OF EMPLOYEES

We are asking each of our employees to help with our prevention efforts while at work. CCHFH understands that in order to minimize the impact of COVID-19 at our facility, everyone needs to play his or her part. We have instituted several best practices to minimize exposure to COVID-19 and prevent its spread in the workplace. This includes specific cleaning efforts and social distancing. While here at work, all employees must follow these best practices for them to be effective. Beyond these best practices, we require employees to report to their managers or supervisors immediately if they are experiencing signs or symptoms of COVID-19, as described below. If employees have specific questions about this Plan or COVID-19, they should ask their manager, supervisor or contact Mandy Martin, Executive Director.

- **Require cloth or disposable masks to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace.**
 - This includes wearing face masks while in the ReStore truck or while on the clock in any vehicle with other occupants.
 - This includes wearing face masks while any customer is in the store, even if they are over 6 feet away.
 - You are permitted to remove your mask for drinking beverages throughout the day, but meal breaks are required to be taken in the breakroom, outside at the picnic table, or in the conference room if it is available.
 - If you need to get some fresh air, you must let your manager know and you can step outside away from anyone else and remove your mask to get some fresh air.
- Employees must ensure that customers are wearing the proper masks in the proper way.
 - This includes asking customers to put their mask on properly, covering their nose and mouth.
 - Regardless of your belief on masks, as employees of CCHFH, mask enforcement is required.

OSHA and the CDC Prevention Guidelines

OSHA and the CDC have provided the following preventive guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with anyone who is sick.
- Maintain appropriate social distance of six feet to the greatest extent possible.
 - When you can't maintain 6-foot distance, you must have your mask on!
 - When customers are in the store, you must have your mask on unless getting a drink.

Additionally, employees must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19 include the following:

- fever, sore throat, a new uncontrolled cough that causes difficulty breathing, diarrhea, vomiting, abdominal pain, new onset or a severe headache, and a new loss of taste or smell.

Or at least two of these symptoms:

- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);

- Repeated shaking with chills
- Muscle pain

Individuals with COVID-19 may also have early symptoms such as, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, do not report to work. You must also notify your supervisor immediately and consult their healthcare provider. Similarly, if employees come into close contact with someone showing these symptoms, they must notify their supervisor immediately and consult their healthcare provider. We have the responsibility to work to identify and notify all employees who have close contact with individuals with COVID-19 symptoms. “Close contact” is not brief or incidental contact with a person with COVID-19 symptoms.

The CDC defines “close contact” as either:

- Being within roughly six feet of a COVID-19 infected person or a person with any symptom(s) for a “prolonged period of time;” (the CDC estimates range from 10 to 30 minutes,) or,
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (i.e., being coughed on) 15 minutes or longer.

HEALTH AND SAFETY PREVENTATIVE MEASURES FOR CCHFH

CCHFH has put a number of best practices and measures in place to ensure the health and safety of identified groups of individuals. With each group of individuals, our Plan is focused on three lines of defense – limiting the number of people together at a time, sanitizing all areas and requiring appropriate personal protection equipment.

Minimizing exposure from co-workers.

CCHFH takes the following steps to minimize exposure from co-workers to COVID-19 by educating employees on protective behaviors that reduce the spread of COVID-19 and provide employees with the necessary tools for these protective behaviors, including:

General Education:

Posting CDC information, including recommendations on risk factors

- Providing tissues and no-touch trash bins to minimize exposure to infectious secretions
- Informing employees of the importance of good hand hygiene. Regularly washing hands with soap and water for at least 20 seconds is one of the most effective ways for employees to minimize exposure to COVID-19. If soap and water are not readily available, employees should use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
- Encourage good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations.
- Discourage handshaking and encourage the use of other non-contact methods of greeting
- When possible, avoid the use of other employees’ phones, desks, offices, other work tools and equipment, and other commonly touched surfaces.

- If the above cannot be avoided, clean and disinfect them before and after use

Social Distancing

Limit in-person meetings

- Restrict the number of workers present on-site to no more than necessary
- Promote remote work as much as possible
- Encourage and require social distancing to the greatest extent possible while in the workplace
- Encourage employees to minimize ridesharing. If this cannot be avoided, while in vehicles, employees must ensure adequate ventilation
- Consider use of masks and gloves
- Do not share food utensils and food with other employees
- In areas where employees work within 6 feet of each other, computer stations should be moved or repositioned to increase distance
- Deliver items through curbside pick-up or delivery

Checklist for Employers when employee tests positive for COVID-19

- Treat positive test results and “suspected but unconfirmed” cases of COVID-19 the same.
- If the source of infection is known, identify if it was at the workplace or outside.
- If the infection was contracted inside the workplace, notify workers’ compensation carrier;
 - Place the employee on workers’ compensation leave (with pay); and
 - Record the infection in the employer’s OSHA 300 log.
- Consider and then include employee benefit plans that may be available including: FMLA, PTP, paid sick leave, etc.
- Ask employee if he or she grants the employer permission to disclose the fact that the employee is infected.
 - If yes:
 - Notify employee’s manager(s) or supervisor(s) that employee is infected with COVID-19 and is out on leave.
 - For everyone else, respond to inquiries by disclosing employee is on a leave of absence for non-disciplinary purposes.
 - If no:
 - Notify employee’s manager(s) or supervisor(s) only that employee is on a leave of absence for non-disciplinary purposes.
 - Regardless of yes or no:
 - Disclose identity of employee to any required notification to OSHA or the health department.
- Notify employee’s co-workers who may have come into contact with employee at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider.
 - Not required to notify other office locations unless the employee visited those sites within past 14 days.

- DO NOT identify the infected employee by name and to the greatest extent possible, avoid making any direct or indirect references that would lead co-workers to identity of the employee.
- For employees who had close contact with employee in past 14 days, send them home for a 14-day self-quarantine.
- Notify known customers, vendors, or third parties with whom the employee may have come into contact with while at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider. DO NOT identify the infected employee by name.
- To the extent reasonably possible, avoid making any direct or indirect references that would lead the person to guess the identity of the employee.
- Currently, there is no guidance on how far a company should investigate for third parties who may have come into contact with an employee through work. It is safe to include any parties on the employee’s work calendar, in visitor logs, or otherwise readily available or known.
- Arrange for a professional cleaning of the employee’s workspace, immediate surrounding area, and areas likely visited (break room, restroom, etc.).
- Respond to inquiries by CDC or public health authorities as received.



Restrict employees from the workplace if they display symptoms of COVID-19

For employees, volunteers, subcontractors, visitors, and vendors who are completing in-person work, health assessments (temperature checks) and daily questionnaires prior to entry into the facility. Information is confidential to the Executive Director and will be completed via a Jot Form Survey, the questions are listed below.

Daily COVID-19 Survey:

1. Have you been confirmed positive for COVID-19?
2. Do you have, or have you had, any of the following symptoms in the last three (3) days: fever, increased body temperature and/or chills, new or worsening cough, shortness of breath or difficulty breathing, loss of smell and/or taste, sore throat or vomiting or diarrhea?
3. Have you had any contact with any person(s) for periods of 15 minutes or more who have the following symptoms: fever, increased body temperature and/or chills, new or worsening cough, shortness of breath or difficulty breathing, loss of smell and/or taste, sore throat, vomiting or diarrhea?
4. Have you had any contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
5. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?
6. Have you had close contact in the last 14 days with an individual being tested for COVID-19?
7. Have you failed to comply with any current Executive Orders issued by the Governor?

8. Have you been directed or told by your local health department or your health care provider to self-isolate or self-quarantine?
9. Please record your temperature:

Answering yes to any above question and/or having a temperature will result in you not being allowed access to the building or any worksite. Question 6 requires a negative covid test result from the person you have been around before you can enter the building.

Employees who test positive for COVID-19: An employee that tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least ten (10) days have passed since the date of his or her first positive test and have not had a subsequent illness. Employees that test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; [1] and (2) at least ten (10) days have passed since symptoms first appeared. Employees that test positive and have been hospitalized may return to work when directed to do so by their medical care provider. We will require an employee to provide documentation clearing their return to work.

[1] Recovery is defined as (1) resolution of fever without the use of fever-reducing medications; and (2) improvement in respiratory symptoms (e.g. cough, shortness of breath).

Employee has had close contact with a tested positive COVID-19 Individual: Employees that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet for a prolonged period of time, over 10 minutes.

Employee Exhibiting COVID-19 Symptoms: If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). We will similarly require an employee that reports to work with symptoms to return to home until they are symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

- Any employee with COVID-19 symptoms will be immediately separated from other individuals and sent home.
- The ability to work remotely will be encouraged where possible.
- Guidance from the employee's health care provider on their return to work date will be required.

Actively encourage sick employees to stay home:

- Include a statement regarding your PTO program, Families First Coronavirus Response Act Policies and Posters should be posted in common places as well as on the employee shared IT drives (if employees have questions regarding use of emergency paid sick time, employees should contact Mandy Martin, Executive Director.)
- CCHDH will follow state and federal guidance for return to work guidance.
- Guidance from the employee's health care provider will also be considered

If an employee has a confirmed case of COVID-19, CCHFH ensures the following:

- We will communicate with co-workers
- We will work with our local health department to provide them with the name of any identified employees that may have been exposed
- We will report cases to OSHA via their reporting/recordkeeping requirements
- CCHFH will follow CDC and State guideline protocols for return to work, including workplace contact tracing and CDC-recommended cleaning and disinfecting in all affected areas
- Guidance from the employee's health care provider will also be considered
- We will perform increased environmental cleaning and disinfection
 - Employees should sanitize their work areas upon arrival, throughout the workday, and immediately before leaving for the day
 - We will all routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
 - After using a CCHFH vehicle, employees are responsible for cleaning and disinfecting the vehicle.
 - CCHFH provides disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, copiers, desks, other work tools and equipment) can be wiped down by employees before each use.
 - Eliminate/restrict work-related travel if possible and limit employees' exposure to employee who traveled until we can confirm traveling employee does not have COVID-19 symptoms
 - Employees at a higher risk for serious illness due to COVID-19 will be encouraged to work remotely. If working remotely is not possible, additional precautions will be put in place to ensure their safety, including working in separate workspaces.
 - Monitor and respond to absenteeism

Minimizing exposure from those outside of our workforce including customers, and temporary or contracted labor

- CCHFH business practices are evaluated to ensure safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings and finally transitioning to onsite meetings with appropriate precautions when that time comes.
- **Social distancing practices to be observed:**
 - 6-foot distances are marked in areas where customers might gather/wait
 - In person meetings are to be made by appointments only
 - Limit the number of customers allowed into workplace
 - Minimize face to face contact
- Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19
- Any individual entering one of CCHFH facilities may have their temperature checked and/or a questionnaire completed prior to entry.
- Individual symptoms will be observed and individuals displaying symptoms of COVID -19 will be removed from the workplace.
- Physical barriers between CCHFH employees and customers will be considered in high volume areas (i.e. shielding at the front desk areas).
- CCHFH will provide masks to customers for a \$1 donation as well as clean gloves and appropriate disinfectants so that individuals can clean work areas before and after use.

- Companies that provide contract or temporary employees have been contacted about the importance of sick employees staying home and we encourage them to follow our practices and standards to work with their employees to maintain the health & safety of others.

Minimizing exposure from the visitors/vendors

- All business partners that work within CCHFH have been provided this Plan
- When possible, CCHFH will limit the number of visitors in the facility.
- Any individual entering one of CCHFH facilities may have their temperature checked and/or a questionnaire completed prior to entry.
- Possible statement about protection: Masks may be available to visitors/vendors as well as appropriate disinfectants so individuals can clean work areas before and after use.
- Possible statement about protection - All deliveries will be handled through curbside pick-up or delivery

Minimizing exposure from the general public

- Possible statement for working with the public - Business practices are evaluated to ensure safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings and finally transitioning to onsite meetings with appropriate precautions.
- Social distancing practices to be observed:
 - 6-foot distances are marked in areas where individuals might gather/wait
 - Limit number of individuals allowed into workplace
 - Minimize face to face contact
 - Computer workstations positioned at least 6 feet apart
- Information is posted CCHFH's facility educating individuals on ways to reduce the spread of COVID-19
- Any individual entering CCHFH may have their temperature checked and/or a questionnaire completed prior to entry.
- Individual symptoms may be assessed of COVID-19 and individuals with symptoms will be removed from the workplace.
- Possible state about protection with General Public - Physical barriers between CCHFH employees and the public will be considered in high impact areas (i.e. shielding at the front desk areas).
- Masks may be available to the general public for a donation of \$1.00. Clean clothes will be provided for those wearing gloves into the store. Disinfectant cleaner or other COVID-19 approved disinfectant/cleaners will be available for customers to disinfect or clean carts and baskets. *Carts and baskets are cleaned and disinfected by staff already.

This Plan is based on information and guidance from the CDC and OSHA at the time of its development. The safety of our employees and visitors remain the top priority at CCHFH. We recognize that all individuals are responsible for preventing the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors. As the COVID-19 outbreak continues to evolve and spread, CCHFH is monitoring the situation closely and will update our guidance based on the most current recommendations from the CDC, World Health Organization (WHO), OSHA and any other public entities.

Construction Industry Guidelines

Businesses or operations in the construction industry must:

- a. Conduct a daily entry screening protocol for employees, contractors, suppliers, and any other individuals entering a worksite, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening.
- b. Create dedicated entry point(s) at every worksite, if possible, for daily screening as provided in sub-provision (b) of this section, or in the alternative issue stickers or other indicators to employees to show that they received a screening before entering the worksite that day.
- c. Provide instructions for the distribution of personal protective equipment and designate on-site locations for soiled face coverings.
- d. Require the use of work gloves where appropriate to prevent skin contact with contaminated surfaces.
- e. Identify choke points and high-risk areas where employees must stand near one another (such as hallways, hoists, and elevators, break areas, water stations, and buses) and control their access and use (including through physical barriers) so that social distancing is maintained.
- f. Ensure there are sufficient handwashing or hand-sanitizing stations at the worksite to enable easy access by employees.
- g. Notify contractors (if a subcontractor) or owners (if a contractor) of any confirmed COVID-19 cases among employees at the worksite.
- h. Restrict unnecessary movement between project sites.
- i. Create protocols for minimizing personal contact upon delivery of materials to the worksite.

Retail Store Regulations

Retail stores that are open for in-store sales must:

- a. Create communications material for customers (e.g., signs or pamphlets) to inform them of changes to store practices and to explain the precautions the store is taking to prevent infection.
- b. Establish lines to regulate entry in accordance with subsection (c) of this section, with markings for patrons to enable them to stand at least six feet apart from one another while waiting. Stores should also explore alternatives to lines, including by allowing customers to wait in their cars for a text message or phone call, to enable social distancing and to accommodate seniors and those with disabilities.
- c. Adhere to the following restrictions:
 - For stores of less than 50,000 square feet of customer floor space, must limit the number of people in the store (including employees) to 25% of the total occupancy limits established by the State Fire Marshal or a local fire marshal. Stores of more than 50,000 square feet must:
 - Limit the number of customers in the store at one time (excluding employees) to 4 people per 1,000 square feet of customer floor space.
 - Create at least two hours per week of dedicated shopping time for vulnerable populations, which for purposes of this order are people over 60, pregnant women, and those with chronic conditions like heart disease, diabetes, and lung disease.
 - The director of the Department of Health and Human Services is authorized to issue an emergency order varying the capacity limits described in this subsection as necessary to protect the public health.
- d. Post signs at store entrance(s) instructing customers of their legal obligation to wear a face covering when inside the store.
- e. Post signs at store entrance(s) informing customers not to enter if they are or have recently been sick.
- f. Design spaces and store activities in a manner that encourages employees and customers to maintain six feet of distance from one another.
- g. Install physical barriers at checkout or other service points that require interaction, including plexiglass barriers, tape markers, or tables, as appropriate.
- h. Establish an enhanced cleaning and sanitizing protocol for high-touch areas like restrooms, credit-card machines, keypads, counters, shopping carts, and other surfaces.

- i. Train employees on:
 - Appropriate cleaning procedures, including training for cashiers on cleaning between customers.
 - How to manage symptomatic customers upon entry or in the store.
- j. Notify employees if the employer learns that an individual (including a customer or supplier) with a confirmed case of COVID-19 has visited the store.
- k. Limit staffing to the minimum number necessary to operate.

Offices Regulations

- a. Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.
- b. Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.
- c. Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule in only half of employees are in the office at a particular time).
- d. Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- e. Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias), providing visual cues to guide movement and activity (e.g., restricting elevator capacity with markings, locking conference rooms).
- f. Turn off water fountains.
- g. Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- h. Provide disinfecting supplies and require employees wipe down their workstations at least twice daily.
- i. Post signs about the importance of personal hygiene.
- j. Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, whiteboards).
- k. Institute cleaning and communications protocols when employees are sent home with symptoms.
- l. Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.
- m. Suspend all nonessential visitors.
- n. Restrict all non-essential travel, including in-person conference events.