

Reopening Plan - Office Workspaces

Please provide us with your e-mail address. You will be e-mailed a copy of your submission after completion.

Email address *

covidinfo@co.humboldt.ca.us

Business Information

Business Name

Example Reopening Plan: Office Workspaces

Business Jurisdiction

Unincorporated Area - County ▼

Business Phone

707-441-5000

Business Street Address (Physical)

805 5th Street

City

Eureka

Zip

95501

Contact Information

First Name

Jane

Last Name

Doe

Job Title

Business Owner

Phone

707-441-5000

Plan Elements

Topics for Employee Training

Employees should be provided with information about COVID-19, including CDC guidelines on symptoms and screening. Everyone at your workplace should know what symptoms to look for and when to seek medical attention. Training on proper social distancing, handwashing and the proper use of face coverings inside and outside of work should also be included.

What trainings specific to your business will you provide to your employees?

Educate office workers about how they can reduce the spread of COVID-19 including instructing office workers to;

1. Stay home if sick, except to get medical care.
 2. Inform supervisor if employee has a sick family member at home with COVID-19.
 3. Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
 4. Avoid touching eyes, nose, and mouth with unwashed hands.
 5. Cover mouth and nose with a tissue when you cough or sneeze or use the inside of elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
 6. Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and equipment. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2.
 7. Avoid using other office workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
 8. Increase hygiene practices—wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing.
 9. Adhere to CDC guidance to stop the spread of germs o CDC guidance on COVID-19 symptoms.
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Items to consider:

- o Information on COVID-19, preventing spread, and who is especially vulnerable.
- o Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- o The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- o When to seek medical attention.
- o The importance of hand washing.
- o The importance of physical distancing, both at work and off work time.

Plan Elements

Individual Control Measures and Screening

Employees and anyone entering the facility should be screened for symptoms, and employees with symptoms should stay home from work. Employers should provide appropriate protective equipment and consider the use of disposable gloves to supplement frequent handwashing and sanitizing. Face coverings are required and employers should both provide them and encourage their use. Face coverings must not be shared.

How will you make sure your employees are healthy, and what protective equipment will you provide for them?

1. Screen all office workers reporting to work for COVID-19 symptoms with the following questions:
 - a. Have you been in close contact with a confirmed case of COVID-19?
 - b. Are you experiencing a cough, shortness of breath or sore throat?
 - c. Have you had a fever in the last 48 hours?
 - d. Have you had new loss of taste or smell?
 - e. Have you had vomiting or diarrhea in the last 24 hours?
 2. Temperature screening office workers: Best practice: Supervisors to take temperatures onsite with a no-touch thermometer each day upon arrival at work.
 3. Office workers should wear cloth face coverings, and use other personal protection items as recommended by the CDC.
 4. Prohibit congregating in break rooms or common areas (e.g. dining areas, break rooms, waiting areas) and limit capacity of such areas to allow for safe social distancing, with a minimum of 6 feet between office workers. Limit self-service and common food and beverage items (e.g., coffee station).
 5. Implement the use of modified schedules, staggered shifts or arrival/departure times, and staggered break times and meals in compliance with wage and hour laws and regulations to promote social distancing. Implement necessary modifications regarding employee shuttles, if any.
 6. Provide regular updates and training for office workers about personal COVID-19 mitigation and office safeguards based on CDC guidelines.
 7. Direct any employee who exhibits COVID-19 symptoms (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing. Maintain the confidentiality of employee health information.
 8. Plan for potential COVID-19 cases, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities).
 9. Post extensive signage on health policies, including the following documents, in the workplace to help educate building occupants on COVID-19 best practices.
 10. Use a clearly designated entrance and a separate clearly designated exit to maintain social distancing, if possible, with high-traffic buildings/entrances.
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Items to consider:

- o Symptom screenings and/or temperature checks.
- o Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- o Encourage frequent handwashing and use of hand sanitizer.
- o Provide disposable gloves to workers using cleaners and disinfectants if required. Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- o Require the use of cloth face covers.
- o Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- o Communicate frequently to customers that they should use face masks/covers.

Plan Elements

Cleaning and Disinfecting Protocols

Thoroughly clean and disinfect high-traffic areas and commonly used surfaces using an EPA-approved product, diluted household bleach solution (five tablespoons per gallon of water) or alcohol solution (at least 70% alcohol). Regularly clean frequently touched surfaces and objects such as working surfaces, doorknobs and devices between users or shifts, whichever is most frequent. Avoid sharing office supplies and equipment. Require and provide compensated time for employees to clean work areas and equipment before and after shifts, adjusting work hours to allow for more frequent deeper cleaning if needed. Stock restrooms and offices with sanitation supplies. Install hands free devices and improve air ventilation and filtration systems if possible.

How will you make sure your facilities are cleaned and disinfected frequently? What sanitation and protective products will you provide to protect employees?

1. Implement workplace cleaning and disinfection practices, according to CDC and OSHA guidelines, with regular sanitization of high-touch surfaces.
 2. Place hand sanitizer stations in common areas.
 3. Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
 4. If surfaces are dirty, clean using a detergent or soap and water prior to disinfection.
 5. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
 6. Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use. To disinfect, use products that meet EPA's criteria for use against SARS-Cov-2, the cause of COVID-19, and are appropriate for the surface. Provide tissues and no-touch disposal receptacles.
 7. Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. Ensure that adequate supplies are maintained.
 8. Place hand sanitizers in multiple locations to encourage hand hygiene.
 9. Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.
 10. Discourage handshaking – encourage the use of other noncontact methods of greeting.
 11. Direct employees to visit the coughing and sneezing etiquette and clean hands webpage for more information.
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Items to consider:

- o Perform thorough cleaning in high traffic areas.
- o Frequently disinfect commonly used surfaces and personal work areas.
- o Clean and sanitize shared equipment between each use.
- o Clean touchable surfaces between shifts or between users, whichever is more frequent.
- o Equip shared spaces with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- o Ensure that sanitary facilities stay operational and stocked at all times.
- o Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- o Provide time for workers to implement cleaning practices before and after shifts and consider third-party cleaning companies.
- o Install hands-free devices if possible.
- o Consider upgrades to improve air filtration and ventilation.

Plan Elements

Physical Distancing Guidelines

Put in place measures to ensure at least six feet between workers and customers. Use telework and modified work schedules. Redesign office spaces, cubicles, etc. to allow six feet between workers, and decrease conference and meeting room capacity. Close or restrict the use of common areas, and discourage employees from congregating in high-traffic areas. Establish directional hallways and designate separate entrance and exits to limit employees passing one another. Limit the number of people riding in elevators. Limit the number of employees in the office by staggering schedules, resuming office work in phases or using telework when possible. Stagger employee breaks within wage and hour regulations. Discontinue non-essential travel. Encourage distanced meetings through phone and digital platforms. Avoid handshakes and similar greetings. Reduce person-to-person handoffs. Assign staff to direct guests to meeting rooms or offices to reduce people gathering in lobbies or common areas.

What physical distancing measures will you implement for employees and customers?

1. Limit meeting room capacity to facilitate 6-feet of separation between attendees and encourage as many attendees as possible to join via teleconference or video conference, and consider alternative open spaces for meetings.
2. Use plastic shields or barriers between adjacent or open workstations and clean such shields or barriers frequently.
3. Consider technology to facilitate working remotely as appropriate.
4. Postpone large gatherings (such as group trainings, sales presentations, team gatherings), and/or hold these gatherings virtually until larger gatherings are advisable according to the Humboldt County Public Health Officer.
5. Limit visitors and vendors within the premises unless necessary. Require the use of cloth face coverings for visitors and vendors.
6. Screen all visitors and vendors prior to entry for COVID-19 symptoms with the following questions:
 - a. Have you been in close contact with a confirmed case of COVID-19?
 - b. Are you experiencing a cough, shortness of breath or sore throat?
 - c. Have you had a fever in the last 48 hours?
 - d. Have you had new loss of taste or smell?
 - e. Have you had vomiting or diarrhea in the last 24 hours?
7. Practice recommended social distancing to the greatest extent possible, and maintain at least 6 feet between people – “Further is safer”

Items to consider:

- o Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- o Reconfigure office spaces, cubicles, etc. and decrease maximum capacity for conference and meeting areas.
- o Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- o Stagger employee breaks, in compliance with wage and hour regulations, if needed.
- o Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced.
- o Limit the number of individuals riding in an elevator and ensure the use of face covers.
- o Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time, such as telework and modified work schedules.

Plan Attestation

I, the undersigned, do hereby swear, certify and affirm that this place of business:

- has performed a detailed risk assessment and implemented a site-specific protection plan.
- trains employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them.
- implements individual control measures and screenings.
- implements disinfecting protocols.
- implements physical distancing guidelines.

Signed:

By typing your name here you agree that all data entered in this form is true. After approval of your plan, you will be e-mailed a Facility Compliance Certification to display in your place of business.

Jane Doe

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