



AFTER WE SERVICE YOUR FACILITY SUGGESTIONS

Take control of your work areas. Apply administrative controls to help maintain healthy office environments. These practices can be used to reduce the exposure to a specific hazard. Some examples of these practices may include:

- **Policies posted in prominent areas for**
 - **Hand washing**
 - **Respiratory etiquette**
 - **Social distancing**
 - **Encouraging employees to stay home when sick**
 - **Establish personal space office cleaning and disinfection protocols**

- **Provide adequate supplies for offices**
 - **Bottled water helps eliminate the use of shared water-dispensing units**
 - **Hand sanitizer and touchless sanitizer stations**
 - **Reusable face coverings**
 - **Gloves**

- **Develop notification process for identified COVID-19 exposures**
- **Tape markings on floors with six-foot separations leading to common areas or points of ingress and egress**
- **Staggered start and end times for employee schedules to prevent stacking at designated entry points**
- **Provide separate waste bins for PPE and cleaning materials**
- **Remove or arrange chairs and tables to maintain to social distancing**
- **Consider restricting or limiting access of certain common areas such as conference rooms and break rooms in support of social distancing**
- **Encourage the use of video conferencing for meetings, even within the building**
- **Prop open internal doors to frequently accessed areas, this will limit the need to touch door handles**
- **Ensure all workspaces are a minimum of six feet apart**
- **Institute elevator capacity policies as to not overcrowd**
- **Consider installing shield guards at reception desks**
- **Designate one location for any deliveries to the building.**
- **Designate a specific enclosed room to isolate any person who experiences symptoms of an illness at work**

Call us today: (562) 208-3729