



# **ATI** | **GO BACK SAFELY**<sup>SM</sup>

## A CHECKLIST FOR MAINTAINING A HEALTHY OFFICE ENVIRONMENT



**DISASTER  
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Safe work practices in the form of administrative controls can help to maintain healthy office environments. These practices can be used to reduce the duration, frequency or intensity of exposure to a specific hazard. Some examples of these practices may include:

- Tape markings/indicators on floors with six-foot separations leading to common areas or points of ingress/egress
- Staggered start/end times for employee schedules to prevent stacking at designated entry points
- Policies/health reminders posted in prominent areas for
  - Hand washing
  - Respiratory etiquette
  - Social distancing
  - Encouraging employees to stay home when sick
- Establish office cleaning and disinfection protocols
  - Eliminate scheduling conflicts between janitorial and COVID-19 disinfection provider
  - Develop notification process for identified COVID-19 exposures
- Provide adequate supplies for offices
  - Bottled water to eliminate the use of shared water-dispensing units
  - Hand sanitizer/touchless sanitizer stations
  - Face coverings (reusable)
  - Gloves
- Provide separate waste bins for PPE and cleaning materials
- Remove/arrange chairs and/or tables to maintain to social distancing practices
- Consider restricting/monitoring 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, thus limiting the need to touch door handles
- Ensure all workspaces are a minimum of six feet apart
- Where practical, ensure every enclosed office space is used as an employee workspace
- Institute modified elevator capacity policies
- Consider installing shield guards at reception desks
- Establish a single phone number/email address to field inquiries (manage and track questions, escalations, concerns, etc.)
- Designate one location for any deliveries to the building/space and disinfect items centrally, assigning delivery management and sterilization as a task to specific employees only
- Designate a specific enclosed room to isolate any person who experiences symptoms of an illness while at work

## CONTACT US

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