

Reopening America - Phase 1

Recommended Guidelines for returning to work in a COVID-19 Environment

Three Pillars of Successful Reopening



Exclude contamination from the outside



Reduce the probability of spread of contagion in the workplace through social distancing or decreasing functional population in the office



Reduce the probability of secondary spread by sanitation/disinfection

General Strategy for Protection

It is recommended that businesses develop and implement the following policies:

- Social distancing and protective equipment
- Temperature Checks
- Testing, isolating and contact tracing
- Sanitation and use of disinfectant in high traffic areas
- Business Travel

Monitor workforce for symptoms, do not let symptomatic people return to work until cleared by a medical professional

Other Helpful Tips:

- Educate all staff of the proper methods of donning and doffing protective equipment and social distancing etiquette
- Encourage telework
- Return to work in phases
- Close common areas or enforce strict social distancing protocols
- Minimize non-essential travel
- Consider special accommodations for vulnerable populations

It is strongly recommended that businesses consult qualified medical professionals for the oversight and implementation of practices that will reduce the further spread of COVID-19.

The White House Coronavirus Task Force continues to update Guidelines for Opening Up America. Visit <https://www.whitehouse.gov/openingamerica/> for more information

Phase 1:

Recommendations for Offices Checklist

Engineering controls (E) involve physical modifications of the work environment, whereas administrative controls address policies and procedures that also produce positive results. In general, administrative controls (A) are less expensive, but also are more prone to breaches – failure points that can lead to transmission of disease.

This is a general sample of recommended measures for reopening. Office environments are unique and will require customized considerations to ensure the safety of employees upon return.



Exclusion

	Control Type	
Exclude all from entering facility unless absolutely necessary	A	<input type="checkbox"/>
All allowed entry to have thermal (no touch) temperature	A	<input type="checkbox"/>
Any deliveries left outside main door	A	<input type="checkbox"/>



Distancing

Split shift or alternate day (MWF or TTHS) working arrangements	A	<input type="checkbox"/>
Close common area, such as comfort stations or kitchens	E	<input type="checkbox"/>
No more than one person in restroom at a time	A	<input type="checkbox"/>



Sanitation

If financial transactions occur in work space, accept credit cards only, no cash	A	<input type="checkbox"/>
Eliminate or disable air driers in bathrooms, use paper towels only	A	<input type="checkbox"/>
Paper towels should be in infrared dispensers or loose on counter	A	<input type="checkbox"/>



Breaches

Immediately mask individual	E	<input type="checkbox"/>
Document all who have been present in workspace at same time as individual	A	<input type="checkbox"/>
Contact medical authority concerning testing or disposition of individual	A	<input type="checkbox"/>