



CORONAVIRUS (COVID-19)

WORKSPACE PREVENTION MEASURES

In an effort to help our members get back to work as quickly and as safely as possible, HASC has published this list of workplace prevention measures that we hope you'll find helpful. We have been developing, refining, and re-assessing these measures and have had a third-party industrial hygienist provide an independent review to help ensure their efficacy.

MAIN BUILDING & VISITOR AREAS

- Limit meeting rooms to allow for 6 feet of separation and encourage virtual meetings
- Move computer stations or seating to allow for 6 feet of distance between users
- On a daily basis ask all employees and visitors if they have any flu-like symptoms
- Encourage all employees who don't feel well to quarantine at home and not come to work
- Tap off or remove chairs and chair banks to remove the opportunity for visitors to congregate
- Establish a single point of entry for all visitors and a separate entrance for all employees
- Install sneeze guards or other mechanical control measures to help protect staff from interacting with each other or with visitors when an interaction is mandatory
- Encourage visitors to use masks to prevent possible infection of employees
- Use a laser thermometer to check the temperature of all visitors and employees who may enter the building
- Install portable handwashing stations or hand sanitizers stations at all entrances
- Utilize a handwashing tracking system for all visitors and employees to promote frequent handwashing
- Post signage encouraging social distancing, hand washing, and sanitation for both visitors and employees
- Encourage social distancing with floor stickers where people line up or congregate
- Block off every other urinal and sinks to enforce 6 feet of distance in all restrooms
- Turn off or close down water fountains to prevent people from using them
- Wipe off all common areas, door handles, handrails with disinfectant all day, at intervals of about once an hour
- Provide cleaning checklists and sign off sheets to ensure all spaces are cleaned regularly
- Increase janitorial services for employee and visitor areas

WORKSPACES AND BREAK AREAS

- Create a leadership team to meet daily and review these measures to ensure use, and to communicate effectively to employees on the changing landscape of the environment
- Organize essential employees into shifts (Pod A/Pod B) and separate them while working, to ensure there is little interaction, and ensure that if one crew is infected and out, the other can take over
- Move employee workspaces to ensure 6 feet of distance
- Issue all visitor-facing employees reusable masks and gloves for each shift
- Remove all mousepads and other items from computer workstations that cannot easily be disinfected
- Remove or close off all break room ice machines to guard against cross-contamination
- Remove chairs in all breakrooms to encourage social distancing

Subscribe to HASC's newsletter and follow us on social media to see updates to this checklist and stay current on all things COVID-19.

DO YOUR PART | CLEAN. DISTANCE. PROTECT.