

Safe Space Workplace – May 5

ARH Office Space Environment

- Entrance Ways
 - Doors with Employee Screening
 - Limited entrances with employee screening
 - Employees with symptoms will be directed for COVID-19 testing
 - Hand Sanitizer at doorway
- Masks
 - Please follow Universal Masking policy on ARH Intranet
- Lobby Space
 - Visitors should be very limited
 - Waiting Chairs need to be spaced six feet
 - Masks must be worn by visitors
 - Employees should not make any personal contact with anyone, including handshakes, etc.
- Hallways
 - Wide corridors should be maintained, and traffic monitored with social distancing
 - No congregating in halls or any spaces should occur
- Air Filtration
 - Airing out offices upon return and on a regular basis is recommended
 - Open Windows if possible
 - Adjust air conditioner to increase air circulation and flow
 - Keep small personal fans on desk for circulation
- Desk Space
 - Desks should minimize personal items for cleaning purposes
 - Desks should be cleaned daily per CDC guidelines
https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf
 - Desks should be a minimum of six feet away from each other
- Cubicles
 - Cubicles should be a minimum of six feet away from each other
 - Plexiglass should be installed if barrier is not tall enough between desks
 - If staff can be moved to other spaces, they should
- Bathrooms
 - Soap dispensers should be touchless if possible
 - Hand sanitizer should be available as well
 - Signs should be posted with directions of appropriate hand-washing (CDC)
- Breakrooms – minimalized usage
 - Employee contact should be minimized with social distance
 - Eating meals at desks or even personal vehicles, rather than break rooms is encouraged
 - Remove tables or chairs if social distancing is not available
 - Office refrigerator usage should be minimalized
 - If appliances are used, the user is responsible for cleaning
- Office Meetings
 - Face to Face meetings should be eliminated (unless meeting room accommodates staff to maintain social distancing)
 - Employees should utilize email, text or video-conferencing
- Rotating Schedules...
 - Tiered return of staff to be evaluated