

**Senior Living Center of Excellence****Guidelines for Reopening Offices During COVID 19****COVID-19 Reopening Office Guidelines**

Establish safety and sanitation practices based on infection control and prevention that is outlined in CDC guidelines.

**A. Guideline Include but are not limited to:**

- Employee screening for symptoms of disease
- Wearing facemasks while in the building
- Comply with signage throughout the building
- Use hand sanitizer when entering the building
- Practice frequent handwashing with soap and water
- Consider vulnerable employees and alternative work site arrangements
- Do not permit use of common break rooms, refrigerators, vending machines, dishwashers, etc.

**B. Create a document that outlines expectations for conduct when employee is in the building. Including:**

- Work space infection control signage
- Workspace social distancing and one-way traffic flow, limiting movement throughout office
- Wearing of mask while in the office
- Employee workspace sanitation and use of sanitizing wipes on high touch areas (printer, fax machine, speaker phones) before and after use
- Meals are to be eaten at workspace and not in common areas. Eating utensils must be those that belong to employee or disposable
- Employees dispose of their own garbage in a trash can lined with a plastic bag
- No gathering or communal meetings
- Elevator use and sanitation of elevator buttons high touch areas before and after use
- Restroom use- one person at a time, handwashing 20+ seconds with soap and water and paper towel use, refrain from using hand blow dryers
- End of work day disinfecting work space, equipment and high touch areas
- Each employee will sign the document and it will be retained in their employment file.