

# Your Company Info Here

---

Title / Description: COVID Office Policy	Category: Human Resources
Most recent updated date:	Staff Involved: All Staff
Approved By:	Origination date:

## Policy Statement:

Due to the COVID-19 State of Emergency and in accordance with subsequent Stay-at-Home orders and phases for reopening, the following policies and procedures will be implemented, effective \_\_\_\_\_, 2020, and will be in effect until further written notice.

## Procedure:

**YOUR COMPANY NAME HERE has named the COVID Supervisor as: NAME**

Prior to entering the lobby, and while in any common area or any shared area of the office, masks will be required. Have a mask on as you enter the lobby. While in any common area (bathroom, conference room, kitchen, break/lunchroom, lobby, shared office space, etc.), masks are to be worn.

Six feet of spacing will be marked around the lobby desk and should be maintained while in the lobby.

If you are working in a designated office space, alone, you are permitted to remove your mask. Each office space must contain cleaning supplies and hand sanitizer.

Upon entering any office space, wash hands or use hand sanitizer. Clorox (or similar brand) wipes are to be used to sanitize door handles, telephone, computer keyboard, computer mouse, light switches, and any other equipment prior to use/at completion of use of the area.

Use hand sanitizer before entering any other office space. Be sure you are wearing your mask prior to leaving a private work area.

Do not enter any private workspace without a mask and the permission of current occupant. Be sure all parties are wearing masks before interacting, and be sure to maintain the six-foot spacing requirement.

A mask is not required in the break/lunch area if you are the only person in the room and sanitizing procedures have been completed. Sanitize area prior to leaving. Although use of the break/lunch area is

encouraged, safety and practicality are encouraged. Private work areas, away from the lobby and while maintaining safety procedures, are encouraged as alternate areas for removing masks and eating meals.

If you have symptoms of COVID, including a cough, shortness of breath, or a fever, do not come into the office. If you develop symptoms of COVID, contact NAME OF COMPANY OWNER/DIRECTOR immediately.

**Applicable References and related policies: None**