

Sample Office Re-opening Guidelines

Our time in the office will look different as we implement the guidelines below in an effort to provide the safest environment possible and to comply with state/county orders. Below are the agency guidelines that must be adhered to:

1. First and foremost, if you are not feeling good please do not come to the office. Coordinate with your supervisor about either working from home or taking the day off. We have purchased a non-contact thermometer and would ask that upon entering the building you take your temperature. If your temperature is above 100 degrees, please let us know and return home immediately.
2. On your desks, you will find hand sanitizer and Clorox wipes. I ask that before you leave each day that you wipe down your office including doorknobs and anything you come into contact with throughout the day.
3. When in common areas of the office such as hallways, kitchen areas, bathrooms, conference rooms, and lobby I ask that you wear a mask. We are providing two washable masks.
4. Your office is your space so feel free not to wear a mask while in your personal office. Please be respectful of your colleagues and do not enter their space and a mask should be worn if you are unable to maintain six-foot distance except for infrequent or incidental moments of closer proximity while in individual offices. Any face-to-face meetings will be held in the upstairs conference room where tables will be set up six feet apart.
5. Please keep a safe six feet of distance between you and others.
6. We are asking that everyone practice good personal hygiene. Wash your hands, avoid touching your face, and cover all coughs and sneezes.
7. Mail and deliveries will be left in the front entryway in a tote.
8. Any visitors will be required to sign in at the front desk and temperature taken.
9. Staff and customer meetings will be held only in the upstairs conference room. Even while alone in the conference room a mask should be worn.

Disclaimer: This sample document is provided to you as guidance; it is offered as samples for your reference only and is not intended to represent the best or only approach to any particular issue. users should seek appropriate accounting, legal or other professional advice to address specific facts and circumstances