

## Requirements for Office-Based Businesses<sup>1</sup>

In addition to the Healthy at Work [Minimum Requirements](#), **office-based businesses** must meet the requirements below in order to reopen and remain open:

### Social Distancing Requirements

- Businesses should conduct business via phone or Internet to the greatest extent practicable. Employees who are currently able to perform their job duties via telework should continue to telework.
- Businesses must ensure that no more than 50% of employees are physically present in the office on any given day.
- Businesses must ensure that employees wear face masks for any interactions between co-workers or while in common travel areas of the office (e.g., hallways, conference rooms, bathrooms, entries and exits). Employees are not required to wear face masks while alone in personal offices or if doing so would pose a serious threat to their health or safety.
- Businesses should ensure that employees use digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas) to the greatest extent practicable.
- Businesses must conduct meetings with customers over the phone or Internet to the greatest extent practicable. Where in-person meetings with customers cannot be avoided, the employees must wear face masks and remain six feet apart from the customers.
- Businesses should, to the greatest extent practicable, modify the office's traffic flow to minimize contacts between employees.

### Cleaning and Disinfecting Requirements

- Businesses should ensure that offices and workstations are properly cleaned and ventilated.
- Businesses should encourage employees to frequently wash their hands or use hand sanitizer, which should be provided by the business.

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<sup>1</sup> Office-based businesses include finance and accounting, legal, insurance, engineering, architecture, real estate, scientific/technical, property management, non-profit organizations performing administrative services, and other corporate offices and private office-based firms.

## Training and Safety Requirements

- Businesses should ensure that appropriate signage is posted throughout the office space to inform employees and customers about good hygiene and new office practices.
- Businesses should, to the greatest extent practicable, implement hours where service can be safely provided to persons at higher risk for severe illness per CDC guidelines. These guidelines are available at: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Higher-Risk>