



#PERRISTOGETHER

# CITY OF PERRIS OFFICE SETTINGS GUIDELINES

ACCELERATED STAGE 2

Effective May 21, 2020

ALL OFFICE SETTINGS AND PROFESSIONAL SERVICES ARE REQUIRED TO FOLLOW STATEWIDE GUIDANCE:

Office settings and professional services are currently permitted to operate in Perris, CA and it is recommended to follow the Riverside County and California State guidelines. Please reference guidelines below to create a safe environment and reduce the spread of COVID-19.

## BEFORE REOPENING, ALL FACILITIES MUST:

1. Perform a detailed risk assessment and implement a site-specific protection plan.
2. Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them.
3. Implement individual control measures and screenings.
4. Implement disinfecting protocols.
5. Implement physical distancing guidelines.

## RECOMMENDED GUIDELINES:

1. Pursuant to City of Perris resolution no. 5669, effective May 12, 2020, individuals and businesses are **required** to utilize face coverings and practice social distancing.
2. All individuals, employees and visitors, are required to wear a face covering.
  - a. Face coverings may include scarves, bandanas, neck gaiters, or fabric face coverings that fully cover the mouth and nose.
3. Practice social distancing of at least 6 ft between employees; between employees and visitors; and visitors. Use floor markers to indicate where guests should wait.
4. Post signage for employees and visitors of new protocols adopted by the worksite; the promotion of best practices; the use of face coverings and social distancing.
5. Clean and disinfect highly used surfaces for staff and visitor areas, e.g., door handles.
  - a. Implement enhanced cleaning protocols of the office throughout the day.
  - b. Hand sanitizer available upon entry and in employee work areas.
6. Highly encourage the use of personal protective equipment for employees.
7. Remove paper displays that would encourage browsing/touching.
8. Take reasonable steps to keep people who are not wearing face coverings or adhering to social distancing guidelines from entering facility.
9. Promote contactless options for all points of transaction, e.g., create web-based service options; visitors to stay in vehicles or outside until contacted; hands-free door opening.
10. Install plexiglass barriers between front desk employees and visitors, and throughout the office environment, as reasonable.
11. Create policies and workflows that discourage and highly limit all employees and guests from entering others' workspaces unless necessary.
12. In kitchen or common areas, encourage disposable items and physical distancing between employees; and encourage breaks off-site.

See attached County and State Guidelines for additional recommendations.

## WHERE CAN I GET MORE INFORMATION?

1

Visit the City of Perris COVID-19 portal at [www.cityofperris.org](http://www.cityofperris.org)

2

Visit Riverside University Health System--Public Health for the latest county guidelines at [www.rivcoph.org](http://www.rivcoph.org)

3

Visit the California State website for the latest updates and guidelines at [covid19.ca.gov](http://covid19.ca.gov)

4

Visit and refer to OSHA guidelines at [osha.gov/SLTC/covid-19](http://osha.gov/SLTC/covid-19) and CDC guidelines at [cdc.gov/coronavirus](http://cdc.gov/coronavirus)



Website: [www.cityofperris.org](http://www.cityofperris.org)  
Code Enforcement: (951) 385-4131



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## **Riverside County Safe Reopening Guidelines** **May 21, 2020**

This document will be updated as new Guidance is released

Businesses anticipating a reopening are expected to complete and implement a **Safe Reopening Plan** that addresses employee and customer health measures. The safe reopening plan does not require county approval, but businesses are encouraged to make the plan available so that the public and staff are aware of the precautions it addresses. Not all components of the plan are intended or expected of all businesses and a business may provide justification that a particular operational component does not apply.

### **Reopening Plan Components**

#### **Signage**

The facility should indicate they have posted signage at each public entrance of the facility regarding the safety measures required for entrance. This component is expected of all businesses. The board of supervisors has adopted language strongly recommending the use of face coverings and six-foot social distancing, which businesses may require of those entering the facility. Businesses may also consider signage advising individuals not to enter with a cough, fever or other illness. If the business plans to publicly display the safe reopening plan, it should be posted or offered at the entrance(s) of that particular facility.

#### **Employee Health**

This component is expected of all businesses.

The facility should indicate that:

- Copies of the employee health protocol(s) have been distributed to all employees.
- Employees have been told not to come to work if sick.
- Breakrooms, bathrooms, common areas and high-touch surfaces are regularly cleaned and sanitized.
- The business should post the anticipated cleaning schedule.

- Handwashing stations are available to employees. The business should post the facility handwashing locations. These may include functioning sinks in existing bathrooms or breakrooms.
- Teleworking opportunities have been maximized, as appropriate to the business and job function.
- Employees strongly recommended or required to wear a face covering.
- Employee workstations have been separated by panels, partitions or at least six feet of physical distance, as appropriate to the business class.
- Adequate and suitable protective gear is available to employees, as appropriate. The business should provide the items and level of protective gear, including job-appropriate personal protective equipment (PPE) and training for its use if necessary.

If the facility indicates that a particular measure is not feasible or appropriate for the given business class, a brief justification is expected.

### **Client and Customer Health**

This component is expected of all business classes, but facilities may choose which to implement as appropriate to the business class.

These may include any or all of the following:

- The facility has established a maximum number of clients and customers within the facility to reasonably maintain a six-foot social distance to the greatest extent practical. This occupancy limit must not exceed any pre-existing statutory limits, such as those set by the fire marshal or other regulatory agency.
- The facility determines to require that customers must wear facial coverings.
- The facility determines to offer curbside or outdoor service.
- The facility determines to place tape or other floor markings at and/or within customer queues to assist customers in maintaining a six-foot social distance.
- The facility has implemented separations between employees and customers, such as six feet of airspace or acrylic panels, such that contact is minimized except when required for business operations.
- The facility is offering services by appointment.

\*The facility may indicate other measures implemented in their individual plan.

## **Guidance by Business Sector**

### **State Guidance**

The State of California has developed statewide industry guidance to reduce risk for various sectors. The link to the State guidance can be found at <https://covid19.ca.gov/industry-guidance/>

Those individuals that are over the age of 65 and/or have underlying medical conditions that are at increased risk of serious complications from COVID-19 are encouraged to continue to shelter at home or tele-work until such time that the State of California health experts deem otherwise.

### **Riverside County Guidance**

The County of Riverside has developed additional guidance to supplement the State guidance for certain industry sectors. The guidelines in this document are best practice recommendations reviewed by industry peers and the Riverside County Department of Public Health and the County Executive Office. These recommendations are not intended to replace the guidelines of the State of California, the California Department of Public Health, the CDC or OSHA guides. These guidelines are intended to be practical in nature, and complimentary to over-arching guidelines. In the interest of the health of your workplace, your employees, and your customers, we recommend implementing those Public Health Measures that are feasible in your workplace.

#### **A. OFFICE SETTING / PROFESSIONAL SERVICES**

##### **Public Health Measures:**

- <https://covid19.ca.gov/pdf/guidance-office-workspaces.pdf>
- Employees strongly recommended or required to wear a face covering.
- Where touch free entry is not available, have a system in place to frequently sanitize door handles and to offer hand sanitizer upon entry.
- Post signage outside of the office entry with communications about what to expect inside the office area (e.g. - wait in reception, complimentary hand sanitizer, physical distance please).

- Post signage outside the office that outlines what precautions the business place has taken to sanitize the work environment and allows visitors to choose entrance at their own discretion. Offer alternatives to physical entry by posting a phone number for assistance.
- Post signage regularly throughout the facility promoting healthy hygiene and best practices for customers and employees.
- Post signage inside the office area with communications on where to wait.
- Remove paper displays that would encourage browsing/touching.
- Use floor markers "x" to indicate where guests should wait.
- Install plexiglass barriers between front desk staff and visiting clients, and throughout the office environment, as reasonable.
- Provide disinfectant wipes and aerosol disinfectants anywhere there is a seat for visiting guests/clients. This can be used, before and after a client's office visit.
- Place hand sanitizer prominently at each desk station.
- Increase cleaning protocols and institute a regular and frequent cleaning schedule as appropriate for the workspace (particularly for restroom areas).
- Highly encourage the use of PPE or other protective gear for employees and customers, as appropriate for their functional duties and interactions. Refer to state guidelines, OSHA, and CDC guidelines for best practices and recommendations.
- Create policies and workflows which discourage and highly limit all employees and guests from entering others' workspaces unless necessary.
- Offer contactless options for all points of a transaction. Create web-based service options for administrative paperwork, contract execution, payment exchange, and so forth. Where contactless options are not possible, such as for keypads, cover them with clear plastic or other barriers and regularly clean and/or change the covers as for other high-touch surfaces.
- Have a plan for instituting "line management" set up outside to manage crowding.
- Have the ability to queue walk in clients in a "virtual line". Encourage visitors to stay in their vehicles or outside until they receive a text alert advising them to enter.
- Post more signage throughout common areas to discourage dwelling and to promote hygiene best practices, and protocols adopted by the worksite to manage germ spread.
- In kitchen or common areas, encourage disposables, as opposed to dishes when available.
- Require that employee breaks be taken off-site, or in an area that promotes physical distancing. Encourage employees to enjoy the outdoors or rest in their cars.

- Increase and adopt more regular, deep cleaning of the office throughout the day, as appropriate for the workspace.
- Post signage at office front to advise clients of our office's efforts to maintain a healthy workplace.
- Maintain some signage about hygiene practices in lobby and highly trafficked areas.
- Continue to offer hand sanitizer stations and access to disinfectants, where practical.
- Promote a contact-less environment (e.g. hands-free door opening).
- Maintain an ample supply of hand sanitizer and cleaning agents.

**Participants:**

- Employers / Employees / Customers

**B. RETAIL**

**Public Health Measures:**

- <https://covid19.ca.gov/pdf/guidance-retail.pdf>
- Employees strongly recommended or required to wear a face covering.
- Re-configure floorplans, enabling queue management, and determining capacity/occupancy protocols based on physical distancing standards.
- Enhanced cleaning protocols are implemented.
- Seating tables and desks will be disinfected before and after each use and disinfectant wipes or aerosols will be readily available for additional use as needed.
- Hand sanitizer placed prominently at each desk, reception area and pick-up station
- Increase cleaning protocols and institute a regular and frequent cleaning schedule as appropriate for the workspace (particularly for restroom areas).
- Highly encourage the use of PPE or other protective gear for employees and customers, as appropriate for their functional duties and interactions. Refer to state guidelines, OSHA, and CDC guidelines for best practices and recommendations.
- Post signage outside the office that outlines what precautions the business place has taken to sanitize the work environment and allows visitors to choose entrance at their own discretion. Offer alternatives to physical entry by posting a phone number for assistance.

- Post signage regularly throughout the facility promoting healthy hygiene and best practices for customers and employees.
- Floor markers are placed to queue customer physical distancing standards.
- One-way directional floor plans could be considered, directing employees through the store without “close crossing” in aisles.
- Plexiglass barriers exist at checkout areas.
- Checkout stands are equipped with portable scanners to minimize contact with goods.
- Touch free payment options are promoted. Where contactless options are not possible, such as for keypads, cover them with clear plastic or other barriers and regularly clean and/or change the covers as for other high-touch surfaces.
- Disinfectant wipes available to consumers at high touch points.
- Disinfectants available to employees in high touch / high traffic areas.
- Daily cleaning protocols for staff to disinfect high traffic touch points & respective work areas.

**Participants:**

- Employers / Employees / Customers

**C. MANUFACTURING**

**Public Health Measures:**

- <https://covid19.ca.gov/pdf/guidance-manufacturing.pdf>
- Employees strongly recommended or required to wear a face covering.
- Adoption of telecommute arrangements, flex scheduling and expanded hours of operation are in place to allow staff to work at the plant, across different hours
- Post signage regularly throughout the facility promoting healthy hygiene and best practices for visitors and employees.
- Physical distancing between workstations and/or the use of plexiglass-type barriers is highly recommended.
- Policy in place for employee health and wellness checks. This includes both self-assessment and certification with managers. And/or the use of temperature checks.
- New policies are in place relative to health screenings and to address employee absences due to symptomatic screenings. Ensure policies are designed to

encourage employees to report to their manager or HR when symptoms or exposure to COVID -19 are known.

- New training and orientations are offered to all employees relative to OSHA standards and hygiene, sanitation, protocols
- Consider changes to operational or production line SOP's to accommodate fewer employees working in any one station, at the same time.
- PPE or other protective gear is in place as appropriate for all employees, according to their position.
- Common areas and kitchens may be closed.
- Disinfection of equipment occurs regularly throughout the day.
- Eliminate the need for employees to share tools. When tool sharing is required, ensure tools are disinfected between each person's use; and more frequently, as appropriate.
- The manufacturing floor has multiple hygiene and PPE or gear don/doff stations accessible to employees.
- Physical distancing is marked throughout the plant floor with floor markers.
- Administrative floors and offices are equipped with hand sanitizer in all work areas
- Shipping and deliveries are handled with a very limited interaction. Delivery people should have the proper PPE or protective gear on to enter the building or they can call the business number for someone to come out to them to pick up the packages.
- Employees may take breaks inside if space allows for physical distancing but are encouraged to take breaks outdoors or in their cars.
- Hygiene stations remain in place on administrative floor.
- Enhanced protocols for cleaning, sanitation, and hygiene are implemented.

**Participants:**

- Employer / Employees / Vendors / Visitors

**D. RESTAURANTS**

**Public Health Measures:**

- <https://covid19.ca.gov/pdf/guidance-dine-in-restaurants.pdf>
- Employees strongly recommended or required to wear a face covering.
- Encourage dining by reservation to manage capacity. Use a line queue system with an ability to text or call guests when their table is ready, to avoid "waiting" in groups.



- Restaurant greeter to manage the entry/exit door to ensure the safety, health and welfare of guests and employees.
- Touchless and germ-free entry encouraged.
- Increase cleaning protocols and institute a regular and frequent cleaning schedule as appropriate for the workspace (particularly for restroom areas).
- Highly encourage the use of PPE or other protective gear for employees and customers, as appropriate for their functional duties and interactions. Refer to state guidelines, OSHA, and CDC guidelines for best practices and recommendations.
- Post signage outside that outlines what precautions the business place has taken to sanitize the work environment and allows visitors to choose entrance at their own discretion.
- Post signage regularly throughout the facility promoting healthy hygiene and best practices for customers and employees.
- Use touchless pay options. Where contactless options are not possible, such as for keypads, cover them with clear plastic or other barriers and regularly clean and/or change the covers as for other high-touch surfaces.
- Designated location for pick up and take out orders with hand sanitizer readily available.
- Plexiglass partitions separate customers from employees at the ordering counters.
- Enhanced cleaning protocols are implemented.
- Designate specific employees to work exclusively on cleaning and sanitizing high trafficked areas, and frequently touched surfaces, in staff and customer areas.
- When feasible, provide each employee with their own set of tools or functional equipment to minimize "sharing" touched surfaces. When that is not feasible, have a cleaning protocol in place to ensure the cleaning and disinfection of shared items between each use.
- Hand sanitizer placed prominently at counters.
- Use floor markers "x" to indicate where guests should wait.
- Dining tables are spaced to accommodate physical distancing.
- Disposable tableware and menus substitute for reusable dishes and menus.
- Condiments and table accoutrements are removed to minimize high touch contact and germ spread. Condiments available upon request, and in disposable form, when possible.

### **Participants:**

- Employer / Employees / Vendors / Visitors

# Cal/OSHA COVID-19 General Checklist for Office Workspaces

May 7, 2020

This checklist is intended to help employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Office Workspaces](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.



## Contents of Written Worksite Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Training and communication with employees and employee representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.



## Topics for Employee Training

- Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.



## Individual Control Measures & Screening

- Symptom screenings and/or temperature checks.

- ❑ Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- ❑ Encourage frequent handwashing and use of hand sanitizer.
- ❑ Provide disposable gloves to workers using cleaners and disinfectants if required. Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- ❑ Strongly recommend cloth face covers.
- ❑ Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- ❑ Communicate frequently to customers that they should use face masks/covers.



## Cleaning and Disinfecting Protocols

- ❑ Perform thorough cleaning in high traffic areas.
- ❑ Frequently disinfect commonly used surfaces and personal work areas.
- ❑ Clean and sanitize shared equipment between each use.
- ❑ Clean touchable surfaces between shifts or between users, whichever is more frequent.
- ❑ Equip shared spaces with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- ❑ Ensure that sanitary facilities stay operational and stocked at all times.
- ❑ Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and follow product instructions and Cal/OSHA requirements.
- ❑ Provide time for workers to implement cleaning practices before and after shifts and consider third-party cleaning companies.
- ❑ Install hands-free devices if possible.
- ❑ Consider upgrades to improve air filtration and ventilation.



## Physical Distancing Guidelines

- ❑ Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- ❑ Reconfigure office spaces, cubicles, etc. and decrease maximum capacity for conference and meeting areas.
- ❑ Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- ❑ Stagger employee breaks, in compliance with wage and hour regulations, if needed.
- ❑ Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced.

- Limit the number of individuals riding in an elevator and ensure the use of face covers.
- Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time, such as telework and modified work schedules.





# COVID-19 INDUSTRY GUIDANCE: Office Workspaces

May 12, 2020

[covid19.ca.gov](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Industry-Guidance-Office-Workspaces.aspx)



# OVERVIEW

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population.

The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include long-term care facilities, prisons, food production, warehouses, meat processing plants, and grocery stores.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:

- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by employees (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training employees on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

## Purpose

This document provides guidance for businesses operating in office workspaces to support a safe, clean environment for employees. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.<sup>1</sup> Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more safety and health guidance on their [Cal/OSHA Guidance on Requirements to Protect Workers from Coronavirus webpage](#). CDC has additional guidance [for businesses and employers](#).



## Worksite Specific Plan

- Establish a written, worksite-specific COVID-19 prevention plan at every office location, perform a comprehensive risk assessment of all work areas, and designate a person at each office workspace to implement the plan.
- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.
- Train and communicate with employees and employee representatives on the plan.
- Regularly evaluate the office workspace for compliance with the plan and document and correct deficiencies identified.
- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
- Identify close contacts (within six feet for 15 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.
- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.



## Topics for Employee Training

- Information on [COVID-19](#), how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.

- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per [CDC guidelines](#)).
- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).
- Proper use of face coverings, including:
  - Face coverings do not protect the wearer and are not personal protective equipment (PPE).
  - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
  - Employees should wash or sanitize hands before and after using or adjusting face coverings.
  - Avoid touching eyes, nose, and mouth.
  - Face coverings should be washed after each shift.
- Ensure temporary or contract workers at the facility are also properly trained in COVID-19 prevention policies and have necessary PPE. Discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers.
- Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on [government programs supporting sick leave and worker's compensation for COVID-19](#), including employee's sick leave rights under the [Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's [Executive Order N-62-20](#).



## Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any vendors, contractors, or other workers entering the establishment. Make sure the temperature/symptom



screeener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.

- If requiring self-screening at home, which is an appropriate alternative to providing it at the establishment, ensure that screening was performed prior to the worker leaving the home for their shift and follows [CDC guidelines](#), as described in the Topics for Employee Training section above.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Employers should provide and ensure workers use all required protective equipment. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.
- Face coverings are strongly recommended when employees are in the vicinity of others. Workers should have face coverings available and wear them when at work, in offices, or in a vehicle during work-related travel with others. Face coverings must not be shared.
- Employers must take reasonable measures to remind workers that they should use face coverings.



## Cleaning and Disinfecting Protocols

- Perform thorough cleaning on high traffic areas such as break rooms and lunch areas, and areas of ingress and egress including stairways, stairwells, escalators, handrails, and elevator controls. Frequently disinfect commonly used surfaces including doorknobs, toilets, and handwashing facilities.
- Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the employee's job duties.
- Adjust or modify hours to provide adequate time for regular thorough cleaning and disinfection of office spaces.
- Avoid sharing phones, other work supplies, or office equipment wherever possible. Never share PPE.
- Where such items must be shared, disinfect between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones,

keyboards, staplers, surfaces in reception areas, shared work stations, etc., with a cleaner appropriate for the surface.

- Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
- When choosing cleaning chemicals, employers should use product approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.
- Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.



## Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between workers and customers. This can include use of physical partitions or visual cues (e.g., floor markings or signs to indicate to where employees should stand).
- Utilize telework options and modified work schedules.
- Consider offering workers who request modified duties options that minimize their contact with customers and other employees (e.g., managing inventory or managing administrative needs through telework).
- Redesign office spaces, cubicles, etc. and decrease the capacity for conference and meeting to ensure workspaces allow for six feet between employees.
- Close or restrict common areas, using barriers, or increasing physical distance between tables/chairs where personnel are likely to congregate and interact, such as kitchenettes and break rooms, and discourage employees from congregating in high traffic areas such as bathrooms, hallways, and stairwells.
- Establish directional hallways and passageways for foot traffic, if possible, to eliminate employees from passing by one another.

- Designate separate routes for entry and exit into office spaces to help maintain social distancing and lessen the instances of people closely passing each other.
- Limit the number of individuals riding in an elevator and ensure the use of face coverings. Post signage regarding these policies.
- Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time. This may include scheduling (e.g. staggering start/end times), establishing alternating days for onsite reporting, returning to the office workspace in phases, or continued use of telework when feasible.
- Stagger employee breaks, within compliance with wage and hour regulations, to maintain physical distancing protocols.
- Discontinue nonessential travel and encourage distance meetings via phone and internet.
- Require employees to avoid handshakes and similar greetings that break physical distance.
- Dedicate staff to direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.
- Install production transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person production hand-offs.

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<sup>1</sup>Additional requirements must be considered for vulnerable populations. Office workspaces must comply with all [Cal/OSHA](#) standards and be prepared to adhere to its guidance as well as guidance from the [Centers for Disease Control and Prevention \(CDC\)](#) and the [California Department of Public Health \(CDPH\)](#). Additionally, employers must be prepared to alter their operations as those guidelines change.

