



OFFICE SPACES

Best practices checklist

To help prevent the spread of COVID-19, we have developed a checklist of public health best practices to implement in your establishment.

One of the most important keys to stopping the spread of COVID-19 is physical distancing. All establishments must comply with Physical Distancing Requirements as defined in the current [Dane County Order](#) and outlined in [Forward Dane](#) between all individuals on the premises, including but not limited to employees, clients, and members of the public.

It is important to note that maintaining physical distancing in the absence of effective hygiene practices may not prevent the spread of this virus. Mark the check boxes off if you can answer “yes” to having completed the task:

Employee Illness

- Develop or update your [employee illness policy](#) to include COVID-19 and review with all employees
- Ensure employees are screening themselves for [symptoms](#) before entering the building, and throughout their work day
- Have employees sign an [employee illness agreement for COVID-19](#)
- Immediately send employees exhibiting symptoms home, and disinfect their work area

Cleaning

- Develop or update your policies on [cleaning](#) and review with employees
- Increase the cleaning frequency of the facility, including the restrooms ([CDC Cleaning Guidelines](#))
- Disinfect high-touch surfaces as often as possible (door handles, pens, light switches, etc.)
- Use [EPA approved disinfectants](#) effective against COVID-19
- Ensure handwash sinks in break rooms and restrooms are always stocked with soap and single-use towels
- Where possible, provide hand sanitizer for visitors and employees to use throughout the premises and at shared employee work areas
- Limit employees sharing equipment or electronics (e.g. phones, computers); if not possible, disinfect between users
- Where possible, provide hand sanitizer/sanitizer wipes for commonly touched areas (counters, door handles)

Physical Distancing

- Develop or update your [policy on protective measures](#) and review with employees
- Maintain physical distancing and minimize contact between clients, visitors and employees
- Limit in-person meetings, and use other means of communications such as Zoom, Skype, and email, that are not in person
- Limit number of employees present on the premise at any given time to [the current Order](#) limits
- Limit number of visitors/clients at any given time to the [current Order](#) limits
- No hand shaking, high fives, or other direct person-to-person contact
- Spread out workstations so employees can remain six feet apart at all times
- Stagger break and lunch times, shift start and end times

- Promote flexible/remote work schedules to reduce number of employees in the office at any one time
- Install physical barriers such as clear, plastic sneeze shields at reception areas or between work stations
- Remove extra chairs and tables in dining area, waiting areas, breakrooms to allow people to remain six feet apart when possible
- Provide tape, chalk or other means of marking floors/ground in high traffic areas to show people where to stand when waiting (e.g., elevators, reception area)
- Use tape or other markings on the floor or footprint graphics to show clients and visitors where to stand
- Consider having clients or visitors wait in their cars for a text or call when it's their turn to enter

Signage & Markings

- Post signage reminding employees and visitors to check for [symptoms](#) prior to entering
- Post [physical distancing signage](#) throughout the premises reminding everyone to practice physical distancing
- Maintain and clearly mark secondary exits accessible in case of emergency

Personal Protective Equipment (PPE)

- Develop or update your [policy on PPE](#) and explain proper use to employees
- Require all employees to wear face covering if they are able (See [Cloth Face Covering Guidance](#))
- See guidance documents for other PPE: [Glove Usage](#) and [Eye Protection](#)

Other Recommendations

- If providing delivery services or receiving deliveries, utilize no contact strategies to avoid unnecessary face-to-face contact (no door-to-door sales)
- Limit and/or designate areas that packages and mail can be dropped off minimizing the number of delivery drivers coming into your office space

Public Health Requirements for All Phases & Employers

[Forward Dane](#) outlines Dane County's approach for reopening. These requirements are for all types of businesses and workplaces:

- Written and implemented hygiene policy and procedure
- Written and implemented cleaning policy and procedure
- Written and implemented protective measure policy and procedure that includes:
- Documented staff receipt, acknowledgement, or training on the policies

Additional resources

- Public Health Madison & Dane County has designed a [Business Toolkit](#) and our [webpage](#) has additional information.