SUGGESTED GUIDELINES FOR PROFESSIONAL OFFICE SETTINGS

EMPLOYERS

- Train all employees on the importance of hygiene, sanitation, and the need to stay home when sick
- Develop a protocol to screen employees upon entry or before they arrive for work
- Require symptomatic employees to stay home and recommend they be tested
- Allow as many people as practical to work from home when possible
- Limit the number of in-person meeting participants
- Ensure 6 feet of distance between employee work stations. If this is not possible, create a barrier between workspaces
- Require regular handwashing and cloth face coverings for employees (e.g. masks, scarfs, surgical masks)
- Ensure frequent cleaning of high-touch items (e.g. printers, door handles, desks, phones)
- Reduce sharing of work materials to greatest extent possible
- Limit travel as much as possible
- Group employees by shifts to reduce exposure to others
- Enable natural workplace ventilation when possible

COMMON AREAS AND SPACES

- Ensure at least 6 feet between guests and employees. If this is not possible, create barriers
- Limit the number of in-person meeting participants
- Provide sanitizing supplies in common areas
- Post signage on COVID-19 safety guidelines and best practices in common areas
- Disinfect high-contact surfaces and items regularly (e.g. tables, desks, coffee pots)
- Place signage stating the requirement of guests to socially distance and to visit when they are not ill
- Cancel or postpone in-person events when social distancing guidelines cannot be met
- Schedule office areas for deep cleaning
- Maximize spacing at front desks that have high amounts of traffic
- Close cafeterias and gathering spaces if feasible; do not allow self-service buffets in cafeterias
- Limit congregation in office spaces

A number of associations and businesses have provided the state with examples of their guidance. These may be found at **www.in.gov/backontrack/industryguidelines.htm**.

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