

COVID-19 TOOLKIT

Office Worksites



This toolkit provides guidance for office worksites to support safety for employees and visitors.



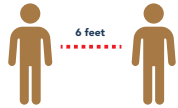
This toolkit includes:

1. COVID-19 Prevention Practices
2. Physical Distancing Requirements
3. Infection Control
4. Protecting Employees
5. Protecting Visitors
6. Resources to communicate with your employees and the public

These protocols are mandates.

**To prevent the spread
of COVID-19 in your office
worksite, here's what you
need to know and do:**

1. COVID-19 Prevention Practices



Physical distancing of at least 6 feet



Use of face coverings by employees and visitors



Frequent handwashing and regular cleaning



Employee training on COVID-19 protocols

Office Worksites that operate retail establishments, restaurants, or gyms and fitness establishments must also adhere to the following protocols, as appropriate:

- Retail Establishment Protocols
- Restaurant Protocols
- Gyms and Fitness Establishment Protocols



2. Physical Distancing Requirements

- The number of employees in the building and per floor is limited to permit physical distancing at all times. Employees, customers, and visitors must maintain at least 6 feet distance between and among each other.
- Common areas, lobbies, break rooms, restrooms, workstations, customer service windows, and all spaces are reconfigured to ensure employees and visitors maintain at least 6 feet of physical distance between and among each other at all times.
- Elevator capacity is limited to allow for 6 feet of distance between riders. If physical distancing is not possible, elevator capacity is limited to 4 individuals.
- In-person meetings are discouraged. If essential, in-person meetings are limited to 10 participants and rooms are configured to ensure physical distancing.
- View all physical distancing requirements by visiting the [Office-Based Worksite Protocols](#).



3. Infection Control

- Symptom checks are conducted before visitors may enter the facility, including a check-in concerning cough, shortness of breath, difficulty breathing, and fever or chills. This can be done in-person upon arrival, via online check-in systems, or through signage stating that visitors with these symptoms may not enter the premises.
- Common areas and frequently touched areas/objects cleaned and disinfected regularly. Enhanced cleaning of the entire office space is completed on a regular basis by a professional cleaning service.
- Contactless systems are installed wherever possible, including payment systems, doors, trash cans, etc.
- Hand sanitizer, disinfectant, soap and water, paper towels and trash cans are available throughout the facility for employees and visitors.
- Use digital files instead of paper formats wherever possible.
- Common areas are closed or restricted to ensure physical distancing of at least 6 feet can be maintained. Sharing of communal food is prohibited.
- The HVAC system is in good, working order and ventilation has been increased.
- View additional infection control protocols by visiting the [Office-Based Worksite Protocols](#).

4. Protecting Employees

- All employees are told not to come to work if they are sick or if they are exposed to a person who has COVID-19.
- Screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing, and fever or chills and if the employee has had contact with a known COVID-19 case in the last 14 days. These checks can be done remotely or in person upon employee's arrival. A temperature check should be done at the site if feasible.
- All employees who interact with the public or other employees must wear cloth face coverings that are washed or replaced daily. Employees instructed not to wear a face covering by their medical provider should wear a face shield with a drape.
- If 3 or more cases are identified within the workplace within 14 days, the employer must immediately report this cluster to the Department of Public Health by phone (888-397-3993 or 213-240-7821).
- Each employee is assigned their own tools, equipment and defined work-space. Shared items are disinfected between shifts and uses.
- Ensure hand hygiene practices including allowing employees time to wash their hands, the use of hand sanitizer, and proper glove use.
- Shift schedules and breaks are staggered to maximize physical distancing.
- View additional employee protection protocols by visiting the [Office-Based Worksite Protocols](#).

5. Protecting Visitors

- Visitors to the worksite are by appointment only and pre-registered with name, phone number, and email address.
- All visitors must wear face cloth coverings at all times. Only children under 2 and individuals who have been instructed not to wear a face covering by their medical provider are exempt. Face coverings should be made available to visitors who arrive without them.
- Customer service and reception areas are configured for 6-foot distancing and have plastic barriers installed to limit contact between employees and visitors if possible.
- Visitors are limited to designated areas and not permitted to congregate in lobbies or common areas.
- Visitors with children must ensure children stay next to a parent, avoid touching things, and are masked if age permits.
- Public restrooms remain open if the public can enter the facility and are cleaned and sanitized frequently.
- View additional visitor protection protocols by visiting the [Office-Based Worksite Protocols](#).



6. Resources to communicate with your staff and customers

Click on the link to find Guidances that must be followed:

Reopening Protocol for Office-Based Worksites

(must be posted at all public entrances)

Workplace Managers Guidance

Responding to COVID-19 in the Workplace Guidance

Cleaning and Disinfection Matrix

Posters

Notice for Businesses Poster

Physical Distancing Poster

Cloth Face Covering Poster

Stay Away if Sick Poster



LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH

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