

# SAFER

Safe Actions For Employee Returns



## Office Physical Distancing

The following provides suggested steps to take in order to facilitate employee physical distancing practices in office workplaces following return-to-work activities related to the COVID-19 pandemic.

### Employee Practices

If possible, maintain at least 6 feet physical distance from others by:

- Avoiding meeting people face to face
- Avoiding public transportation
- Avoiding break areas, commons areas, and cafeterias/restaurants during busy time periods
- Avoiding sharing tools, office equipment, and workstations

If not possible to maintain 6 feet physical distance from others:

- Try sitting in an open-air environment
- Try to minimize time spent together
- Wear a facial covering

## Employer Practices

- Stagger shifts to allow for physical distancing for arrival/exit at beginning and end of shifts
- Stagger breaks/mealtime schedules to allow for social distancing based on break room size
  - Calculate maximum 6 feet distanced capacity of any room by dividing usable square footage by 36 square feet (e.g., 200 sq ft room / 36 sq ft = 5 people maximum capacity)
- Mark physical distancing cues on floors where lines may form (see example below)
- Mark flow of traffic with signs on floors/walls (see example below)
- Adjust desk and workspace layout to allow for 6 feet physical distancing by:
  - Using only alternate desks (leave one desk empty between occupied desks)
  - Increasing space between desks
- Adjust desk and workspace layout if unable to allow for 6 feet physical distancing by:
  - Adding plastic guards between desks (height adjustable for sit/stand desks)
  - Limiting time of employees using close workspaces

## Physical Distancing Checklist

Physical Distancing Checklist Questions	Yes or No?	If No, why not?	If No, alternative action to mitigate risk?
Are employees maintaining 6 feet of separation while performing work tasks?			
Are controls in place to maintain physical distancing requirements in common gathering areas (e.g., breakrooms, conference rooms, cafeterias, offices, etc.)?			
Are controls in place at high traffic areas (e.g., gates/turnstiles, stairwells, elevators, etc.) to limit lines and gatherings?			
Are controls in place to eliminate shared workstations/offices for personnel separation?			
Have in-person meetings, trainings, or other mass gatherings been suspended or moved to virtual sessions?			



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## Physical Distancing Infographic



## Physical Distancing Signage/Marking Examples



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