



## Office Guidelines

- **Maximum 50% capacity**
- **Work from home where possible**
- **Meetings subject to 5-person limit**
- **Employees seated 6 feet apart, leave empty desks where necessary**
- **Physical partitions where possible**
- **Limit elevator capacity**
- **High contact areas & bathrooms cleaned frequently**
- **Common areas & lobbies cleaned frequently**
- **Limit equipment sharing**

### Hand sanitizer & cleaning wipes at entrance and in common areas

- **Segment into discrete work zones**
- **Limit rooms to 50% of capacity**
- **Clear signage outlining policies**
- **Stagger shift work times**
- **6 ft. of distance between workstations**
- **Use partitions where possible**
- **Masks must be worn in public**