

COVID-19 (Novel Coronavirus) Office Environments

Guidance for Office Environments

August 17, 2020

Hosting a Safe and Physically Distanced Meeting

- Discourage face-to-face interactions and consider a virtual meeting where possible
- Choose a space large enough for attendees/staff to remain at least two meters apart
- Limit the number of in-person attendees to enable physical distancing of two meters
- Ensure staff are using face coverings for in-person meetings, if physical distancing is not possible in the meeting space available
- Provide hand sanitizer for all in-person attendees/staff to use and ensure washrooms have soap and paper towels available for hand washing. (Paper towels are preferred to hand dryers as they allow staff to turn off the taps without directly touching them with their hands)
- Remove extra chairs and specify seating arrangements in the room to leave space between attendees/staff
- Ensure that all meeting participants and staff understand that physical distancing is required before arriving to the meeting
- Consider hosting your meeting outdoors when weather permits
- Ensure that meeting and training rooms are cleaned after each use with close attention paid to cleaning the most frequently touched surfaces
- The use of face coverings is required whenever staff are going to be within two metres of each other, which could happen when entering or exiting the meeting space

Universal Face Covering Policy

- Pursuant to the Letter of instruction issued by Southwestern Public Health on July 30th, 2020 face coverings are mandatory in all enclosed public spaces in Oxford County, Elgin County and the City of St. Thomas
- All employees must wear a face covering when interfacing with the public or in a public space of the business

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- Employees may remove the face mask when seated at their workspace in private areas of the business provided they are at least 2 metres away from any other staff member or there is a sufficient physical barrier in place
- Employees should wash their hands before removing and before replacing their face covering
- For more information on face mask care and guidelines please visit our website

Cleaning Frequently Touched Office Surfaces and Desks

- It is important to clean and disinfect office surfaces that are frequently touched by hands
- Increase cleaning frequency on everything from keyboards, mice, photocopiers, staplers, hole punchers, light switches, door handles and other commonly touched surfaces
- Clean tablets, telephones and anything that comes into direct contact with your hands frequently with alcohol or disinfectant wipes twice per day
- Use only disinfectants that have a drug identification number (DIN) that indicates it has been approved by Health Canada
- Check the expiry date of products you use and always follow manufacturer's instructions
- Consider setting a practice to disinfect your hands and any surfaces touched after each interaction and provide personal hand sanitizer and disinfectant wipes for each desk space
- Keep desks and office spaces free from clutter by clearing off desks at the end of each day

Keeping Kitchens and Lunchrooms Safe and Clean

- Post signage to remind staff to clean up their dishes and maintain a clean eating environment
- Clean up any spills in microwave, fridge, on counters or floors with paper towel
- Used paper towels without significant food build up can be recycled in the blue bin
- Do not leave dirty dishes in the kitchen or lunchroom. Use soap and warm water with a dishcloth to clean dishes immediately after use. Rinse and wring out dishcloth and fold over the sink divider to dry. Leave sink clean with no food debris.
- Dry dishes with a drying towel, replace towel when dirty. If you leave dishes to air dry, put them away before the end of the day.

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- Limit the amount of time staff spend in kitchens/lunchrooms and increase space between staff in the kitchen/lunchroom by staggering lunch breaks
- Ensure staff are distanced by at least two metres and use face coverings when entering and exiting kitchens/lunchrooms.

If questions or concerns arise about adhering to these measures, consult with your occupational health and safety representative or contact [Southwestern Public Health](#).