

10 TIPS

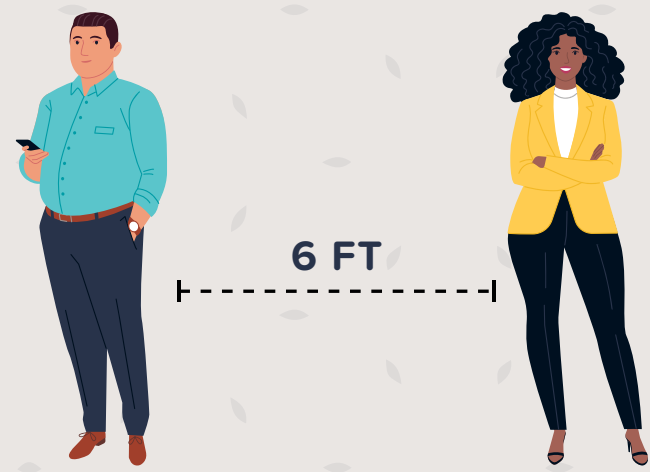
for Facilities Management Logistics after COVID-19

To minimize risk of exposure to and transmission of COVID-19, employees should:



TIP
1

Complete daily onsite review of CDC Covid-19 symptom and temperature screenings prior to coming to the workplace



TIP
2

Maintain social distancing of 6-feet in dining and break rooms, conference rooms, training rooms, copy areas, lobbies, corridors, restrooms, and offices



TIP
3

Adhere to posted capacity limits in elevators; allow yourself additional time as social distancing may result in longer waits for using building services



TIP
4

Wear a fitted cloth face covering when it is not feasible to maintain social distancing of 6-feet or when you are in close-proximity to others, and clean cloth face coverings after each use



TIP
5

Avoid using other employees' phones, desks, offices, or other work tools and equipment



TIP
6

To minimize face-to-face contact, use digital communication tools instead of in-person meetings where practical



TIP
7

Modify or reassign workstations as needed to ensure proper social distancing, or consider installing physical barriers to separate employees



TIP
8

Self-clean your workplace multiple times during the shift with special attention to surfaces such as keyboards, monitors, chair armrest, and desks



TIP
9

Wash hands for at least 20 seconds with soap and water after restroom use, after coughing, sneezing, or blowing your nose, before and after lunch, and several times throughout the workday



TIP
10

Ensure personal items that are touched, and especially those that touch your face (e.g. mobile phone) are kept clean