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