



Information in this document has been archived and has since been replaced with more recent guidance.

# Responsible RestartOhio

## General Office Environments



### Requirements

General office environments must follow relevant mandates for social distancing, masking, congregating, and responding to confirmed cases of COVID-19 as outlined in the [Director's Second Amended Order for Social Distancing, Facial Coverings and Non-Congregating](#). Guidance on the order is available at the [Responsible Restart Ohio: Social Distancing, Masking, and Congregating page](#), available at [coronavirus.ohio.gov](https://coronavirus.ohio.gov).

*NOTE: Employers and businesses will likely be unable to determine whether or not employees and customers/patrons have been vaccinated. As such, they may choose to continue to require masking, social distancing, and/or other mitigation measures among all employees and customers/patrons, both vaccinated and unvaccinated.*

### Recommendations

Below are additional recommended best practices for general office environments.

#### Employees and Guests

- Unvaccinated personnel should work from home when possible and feasible with business operations.
- Divide essential staff into groups and establishing rotating shift.
- Limit travel for unvaccinated personnel as much as possible.
- Stagger arrival of all employees and guests.

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#### Physical Spaces/ Workstations

- Reduce sharing of work materials.
- Disinfect common areas daily.
- Regulate maximum number of people in cafeterias/common spaces.
- Use disposable tableware and other materials in cafeteria.
- Limit congregation in office spaces.
- Establish maximum capacity.