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.

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.

**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.