Information in this document has been archived and has since been replaced with more recent guidance.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

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.