

Responsible RestartOhio



General Office Environments

Requirements

General office environments must follow Ohio mandates for social distancing, masking, congregating, and responding to confirmed cases of COVID-19 as outlined in the [Director's 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.

General office environments must follow all relevant mandates in the order, including:

- **Masks must be worn at all times; some exceptions:**
 - The requirement does not apply where prohibited by law or regulation, in violation of documented industry standards, or in violation of a business's documented safety policies.
 - Exempt is anyone in an enclosed space, such as an office; or in open space in which people are separated by at least 6 feet. (This exemption does not apply in spaces intended to be used or accessed by the public).

Recommendations

Below are additional recommended best practices for general office environments.

Employees and Guests

- Personnel should work from home when possible and feasible with business operations.
- Divide essential staff into groups and establish rotating shifts.
- Limit travel as much as possible.
- Stagger arrival of all employees and guests.

Physical Spaces/ Workstations

- Reduce sharing of work materials.
- Disinfect common areas daily.
- Cancel/postpone in-person events when social distancing guidelines cannot be met.
- Close cafeteria and gathering spaces if possible, or 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.