### Employees & Guests

- **Mandatory**
  - Ensure minimum 6 ft between people, if not possible, install barriers
  - Personnel should work from home when possible
  - Employees must perform daily symptom assessment*
  - Require employees to stay home if symptomatic
  - Face coverings must be worn at all times while working
  - Require regular handwashing
  - Reduce sharing of work materials
  - Limit travel as much as possible
  - Stagger arrival of all employees and guests
  - Post signage on health safety guidelines in common areas

- **Recommended Best Practices**
  - Frequent disinfection of desks, workstations, and high-contact surfaces
  - Daily disinfection of common areas
  - Cancel/postpone in person events when social distancing guidelines cannot be met
  - No buffet in cafeteria
  - Utilize disposable tableware and other materials
  - Establish maximum capacity (e.g. 50% of fire code)

### Physical Spaces / Workstations

- **Mandatory**
  - Frequent disinfection of desks, workstations, and high-contact surfaces
  - Daily disinfection of common areas
  - Cancel/postpone in person events when social distancing guidelines cannot be met
  - No buffet in cafeteria
  - Utilize disposable tableware and other materials
  - Establish maximum capacity (e.g. 50% of fire code)

- **Recommended Best Practices**
  - Redesign/space workstations for 6 ft or more of distance
  - Close cafeteria and gathering spaces if possible, or conduct regular cleanings
  - Limit congregation in office spaces
  - Divide essential staff into groups and establishing rotating shift
  - Availability of at least 3 weeks of cleaning supplies

### Confirmed Cases

- **Mandatory**
  - Immediately isolate and seek medical care for any individual who develops symptoms while at work
  - Contact the local health district about suspected cases or exposures
  - Shutdown shop/floor for deep sanitation if possible

- **Recommended Best Practices**
  - Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications
  - Once testing is readily available, test all suspected infections or exposures
  - Following testing, contact local health department to initiate appropriate care and tracing

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*Daily symptom assessments should include taking your temperature with a thermometer and monitoring for fever. Also watch for coughing or troubled breathing.*