

In-Office Work



Requirements

- Self-screen and stay home if experiencing fever, symptoms, or someone in your household is sick
- Follow local jurisdiction requirements for travel to office
- Physical distance at least 6 feet
- Wear face covering at all times
- Wash hands upon arrival
- Disinfect workstation upon arrival and departure



Hand Washing/Sanitizing

Wash/Sanitize your hands upon:

- Arrival at work (hand sanitizer is available in the lobby)
- After touching your face or face covering
- After touching any common area surfaces
- When leaving work

Cough/Sneeze Etiquette

- Cover your cough or sneeze into a tissue, then throw the tissue in the trash



Clean and Disinfect

- Disinfect all workstation surfaces and equipment upon arrival and departure
 - EPA-approved disinfectant products and disposable gloves will be provided
 - Follow product manufacturer instructions for safe and effective use
 - Dispose all cleaning materials in the trash can upon completion
- Utilize hand sanitizer prior to using commonly used items (copier, coffee maker, microwave, etc.)
- Contact Manager if you have any concerns regarding disinfection procedures



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For more information and additional resources on COVID-19, visit:

BSI: [bsigroup.com/en-US/topics/novel-coronavirus-covid-19](https://www.bsigroup.com/en-US/topics/novel-coronavirus-covid-19)
CDC: [cdc.gov](https://www.cdc.gov)