



# Recommended Risk Mitigation Strategies

## Control Access

- Limit Access to Building/Office
- Complete Daily Health Questionnaire for Employees and Guests
- Check Temperatures for Employees and Guests
- Develop Intake Procedure for Visitors
- Create Guidelines for Deliveries



## Socially Distance

- Restrict Access to Common Areas, Including Conference Rooms, Breakrooms, Collaboration Spaces
- Promote Virtual Meetings
- Install physical Barriers Between Workspaces
- Restrict Business Travel and Non-Essential External Meetings
- Post Signage and/or Floor Decal Reminders
- Develop Remote Work Standards



## Sanitation/Hygiene | Building & Personal

- Disinfect High-Touch Surfaces/Fixtures/ Furniture Regularly
- Make Hand Sanitizer Readily Available Throughout the Space
- Restrict Shared Office Supplies, Coffee Machines, Copiers, etc.
- Replace/Clean/Install HEPA Filters on HVAC Units



## Personal Protective Equipment

- Masks
- Gloves
- Face Shields\*
- Gowns\*

*\* If necessary and/or required.*



## Contact Tracing

- Develop a Contract Tracing Process
- Develop Isolation Protocols and Guidelines
- Establish Notification Protocols (e.g. government authorities, HR, etc.)
- Create Quarantine and Return-to- Work/ Safe Workplace Guidelines

