

Employer Guidance for Oklahoma's Open Up and Recover Safely Plan

Administrative Offices including real estate development, accounting, finance and professional offices

- **May reopen beginning April 24, 2020**
- Should adhere to sanitation and disinfecting protocols and social distancing guidelines from the CDC.

Recommended Guidelines for Temperature Checks & Employer Policies

Administrative Offices should consider use of a touchless infrared thermometer to check the temperature of employees each day. Employees with a temperature above 100.4°F are recommended to be sent home until they have no fever and no evidence of COVID-19 symptoms. Employers should consider implementing flexible sick leave and supportive policies and practices for employees and consider needs of employees older than 65 years or in other vulnerable populations.

Sanitation & Disinfecting Guidelines

- You are encouraged to develop, implement, and maintain and revise a cleaning and disinfecting plan for your workplace.

Developing Your Plan

- Evaluate your workplace or business to determine what kinds of surfaces and materials make up that area. Most surfaces and objects will just need normal routine cleaning. Frequently touched surfaces and objects like light switches and doorknobs should be cleaned and then disinfected to further reduce the risk of germs on surfaces and objects.
 - First, clean the surface or object with soap and water.
 - Then, disinfect using an [EPA-approved disinfectant](#).
 - If an EPA-approved disinfectant is unavailable, you can use 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions to disinfect. Do not mix bleach or other cleaning and disinfection products together.

Determine What Needs to be Cleaned

- If the area is outdoors: outdoor areas generally require normal routine cleaning and do not require disinfection. Spraying disinfectant on sidewalks and in parks is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public.

- You should maintain existing cleaning and hygiene practices for outdoor areas. The targeted use of disinfectants can be done effectively, efficiently and safely on outdoor hard surfaces and objects frequently touched by multiple people.
- If your workplace or business has been unoccupied for 7 days or more, it will only need your normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.

Determine What Needs to be Disinfected

- Following your normal routine cleaning, you can disinfect frequently touched surfaces and objects using a product from EPA's list of approved products that are effective against COVID-19.
- If you are cleaning or disinfecting a hard and non-porous material or item like glass, metal, or plastic, consult [EPA's list of approved products for use against COVID-19](#). Examples of high-touch areas that need to be disinfected are:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks, touch screens, and ATM machines.
 - For offices, these include printers, shredders, and copy machines.
 - Consider leaving disinfecting wipes around all shared equipment.
 - Ask employees to wipe down shared equipment after use.
- If you are cleaning or disinfecting a soft and porous material or items like carpet, rugs, or seating in areas, these soft and porous materials are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials.
 - Soft and porous materials that are not frequently touched should only be cleaned or laundered, following the directions on the item's label, using the warmest appropriate water setting.

Implement Your Plan

- Clean visibly dirty surfaces with soap and water. Clean surfaces and objects using soap and water prior to disinfection. Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting.

Maintain and Revise Your Plan

- Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19. Normal routine cleaning with soap and water alone can reduce risk of exposure and is a necessary step before you disinfect dirty surfaces.
- Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets, should be cleaned and disinfected at least daily.
- More frequent cleaning and disinfection may be required based on level of use.

Additional Cleaning and Sanitation Practices

- Consider sanitizing and disinfecting conference rooms after each use.
- Considering giving employees a health questionnaire for symptoms before coming back in to work.
- Consider requiring a short daily assessment to check for symptoms.
 - Any employee or visitor with symptoms is recommended to be sent home.
- Strategic placement of approved hand sanitizers for employees and visitors in communal spaces and touch points. If hand sanitizer is not available, encourage employees and visitors to frequently wash hands with soap and water.
- Encourage employees to wear face masks or cloth face coverings unless they are in their cubicle (with walls), private office or other separated work station.
- Consider designating one person to clean high-touch points at regular intervals.
 - Examples of high-touch point surfaces include doorknobs, door handles and push plates, railing, faucets, and toilet flush levers.
- Encourage online communication and avoid close face-to-face communication.
- Prior to reopening, considering sending updated guidelines and workplace protocols to employees on best practices to avoid contamination.
- Clean and disinfect bathrooms regularly, particularly high-touch surfaces, and ensure they have handwashing supplies.
- Employees are encouraged to use proper handwashing, observe respiratory etiquette, and avoid using other employees' phones, pens, notepads, or other work tools.
- Use signs and posters to remind employees of new protocols, as well as, good hygiene practices.
 - Consider finding sign-in sheet or tracking sheet for regular sanitizing and handwashing.
- Any employees coming into contact with the public are encouraged to wear gloves and a mask.

Maintain Social Distancing At All Times

Employees and visitors are encouraged to follow social distancing guidelines including maintaining a physical distance of at least 6 feet between individuals.

- Stagger reopening – Considering not having all employees return back to work at once
 - View office layout and find ways to best achieve the recommended 6 feet of social distancing as you gradually increase the number of employees in the office until operations as usual.
 - Consider adding physical barriers where social distancing cannot be achieved.

- Considering dividing essential staff into groups and establish rotating shifts.
- Consider staggering arrival of employees and other visitors/clients.
- If possible, cancel or postpone in person events when social distancing guidelines cannot be met.
- Consider restricting access to visitors not required for business.
 - Consider taking temperature of visitors entering the building and require them to wear a face mask.
- If possible, close breakrooms, community areas where people may tend to congregate.
- Consider designated entrances and exits to minimize face-to-face exposure of patrons entering and exiting the establishment.
- Limit travel as much as possible.