Best Practices to Prevent COVID-19
Guidance for Office-Based Businesses

For the latest version of this guidance, please check
http://publichealth.lacounty.gov/media/Coronavirus/reopening-la.htm.

On June 15, all capacity limits and distancing requirements were lifted in California, and most businesses are able to return to full operations. Los Angeles County has joined the state in lifting most COVID-19 restrictions. The risk of COVID-19 is still present, especially for those who are not fully vaccinated against the virus.

Even as businesses resume full operations, COVID-19 continues to pose a risk to communities, and it is important for employers to continue to take steps to reduce the risk of COVID-19 transmission among their workers and visitors. Below is a summary of best practices for businesses that operate out of offices to consider as they transition to full operations. In addition to this information, please remember:

- Employers who fall under the scope of the Cal/OSHA COVID-19 Prevention Emergency Temporary Standards (ETS) must remain in compliance with these Standards.

> **Please be sure to read and follow the general guidance for businesses**. The best practices below are intended to supplement the general guidance.

Require masks for employees in compliance with State Guidance and Cal/OSHA ETS

- ✓ Require all visitors, regardless of vaccination status to bring and wear masks when they are indoors unless you are verifying the COVID-19 vaccination status of all visitors. Make masks available for those who arrive without them.
- ✓ If there is not a process for documenting the COVID-19 vaccination status of employees, require all employees to wear a mask while indoors or in a vehicle, except, as listed by Cal/OSHA:
  - ✓ If an employee is working alone in a separate office or alone in a vehicle;
  - ✓ If all employees in a space are verified to be fully vaccinated against COVID-19;
  - ✓ As necessary for the employee to eat or drink during break time at the workplace, provided employees are at least six feet apart;
  - ✓ If an employee's medical or mental health or disability or their job duties prevent mask wearing, employees that are not fully vaccinated shall wear an effective non-restrictive alternative, such as a face shield with a drape at the bottom edge, if their condition or disability permits it.
  - ✓ When an employee is doing a specific task for a limited time that cannot be done with a mask on
- ✓ Employees should be provided a higher level of protection, such as two masks ("double-masking") or a respirator (e.g., KN95 or N95) if they work in a setting where they are in close contact with people who may not be fully vaccinated. This is particularly important if the employee is not fully vaccinated and is in an indoor or crowded setting or in vehicles with others.
- ✓ Consider also offering staff eye protection (e.g. a face shield) in addition to a respirator if they are not fully vaccinated and have significant close contact with others who may be unvaccinated.
- ✓ See State Guidance for the Use of Face Coverings and the Cal/OSHA Emergency Temporary Standards page for more information.

Best Practices: Guidance for Office-Based Businesses

Screen customers, vendors, and delivery people

- ✓ Post signage to remind everyone who enters your establishment that they should NOT enter if they have symptoms of COVID-19 or if they are under isolation or quarantine orders.

Reduce crowding, especially indoors

- ✓ If possible, maintain an outdoor break area for employees so they can take their breaks outdoors.
- ✓ In indoor break areas, keep tables at a 6-foot distance and post occupancy signs to reduce the risk of crowding.
- ✓ Control access to self-service areas, such as beverage service stations, by keeping them closed or limiting access to them as self-service areas encourage employees to congregate and require use of common utensils and dispensers.
- ✓ Consider use of partitions between cubicles to protect staff who are not fully vaccinated and have frequent close contact with other employees or visitors.

Ventilate

- ✓ Make sure your building's HVAC system is in good, working order.
- ✓ Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in all working areas.
- ✓ When weather and working conditions allow, increase fresh outdoor air by opening windows and doors. Consider using fans to increase the effectiveness of open windows - position window fans to blow air outward, not inward.
- ✓ Decrease occupancy in areas where outdoor ventilation cannot be increased.
- ✓ See State Interim guidance for Ventilation, Filtration, and Air Quality in Indoor Environments.

Support handwashing

- ✓ Place handwashing stations or hand sanitizer at entry and outside communal bathrooms with signage promoting use.
- ✓ Encourage frequent handwashing.

Communicate

- ✓ Post signage so that customers who are entering your office building are aware of your policies.
- ✓ Use your online platforms to communicate your COVID-19 safety policies to the public.