



Keeping Ourselves & Others Safe

A quick guide to requirements and suggestions in our new COVID-conscious work environment

Masks 101



- Need to cover nose & mouth
- Public will be encouraged but not required to wear masks.
- Homemade masks should follow CDC guidelines.

REQUIRED WHEN

- Serving or meeting with the public face-to-face
- Meeting with other employees face-to-face
- Moving around the office
- Moving within a building
- Working within 6 feet of another person outside
- Traveling in a vehicle with another person

NOT REQUIRED WHEN

Working alone in your assigned work area

TALK TO YOUR SUPERVISOR WHEN

There is a practical/functional reason not to wear one; or you have been advised by a healthcare professional not to wear one because of existing health issues

Additional Requirements:

- Self-monitor temperature & symptoms before coming to work
- Wash hands and use hand sanitizer frequently during the workday.
- Observe room occupancy and distancing limits as posted.
- Do not congregate in communal areas (like break rooms) until further notice.
- Clean communal-area equipment (like microwaves and faucets) after using
- Do not use office supplies (like pens) and equipment (like phones or computers) communally: If you must, they must be cleaned immediately after use.
- Use Facilities-approved cleaners on surfaces.
- If more than one person has to be in a vehicle, use maximum spacing and masks, open windows if possible and do not set the heat/AC to recirculate air.

Recommendations:

- Self-monitor temperature & symptoms during the workday.
- Avoid using gloves because they can create a false sense of security and require proper "donning & doffing" procedures.
- Meet online or over the phone instead of face-to-face when possible.
- Space work areas at least 6 feet apart when possible.
- Limit movement within & between buildings as much as possible.
- Clean high-touch surfaces during the workday (don't rely only on Facilities to clean).

Additional information available at co.delaware.oh.us/covid-19-information in the For Delaware County Government Employees section.