

# OFFICE REOPENING POLICIES

## TEMPLATE

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### PREPARE THE OFFICE

#### Secure the Following Supplies and Equipment

- Hand sanitizing stations should be available at all entrances and in break rooms.
- Provide individual hand sanitizing packets or containers in each office and work area.
- Ensure masks and gloves are readily available for employees and guests.
- Require the use of hand sanitizing gel and masks for all employees during field operations.
- Implement the exclusive use of single-serve coffee, tea, bottled water, and soda options.
- Minimize water fountain use and the touching of water cooler faucet handles.
- Run all dishes or commonly touched items (like ice scoops) through the dishwasher daily.
- Procure touchless thermometers, or other non-contact screening options.
- Only provide disposable cups, plates, utensils, and individual condiment packets.
- Stage surface cleaning supplies throughout the office.
- Purchase touchless trashcans for use in the kitchen and common areas.
- Refer to our [Workplace Safety Shopping List](#) for resource links for where to purchase many of these items.

## Hang Signage Throughout the Entire Office and Entryway

- Install front door signage requesting all employees and guests sanitize hands upon entry and wear masks during meetings. Reevaluate the need for masks on a weekly basis and in conjunction with advisories/recommendations by the CDC, as well as state and local guidelines.
- Set up signage requesting employees and guests not to enter if they have COVID-19 symptoms or fever.
- Put up signage in conference rooms limiting the number of people in each space.
- Display signage recommending that employees use private offices for drop-in visits, when available.
- Hang signage limiting the number of people in the kitchen, break rooms, flexible workrooms, and other common areas to a number that allows a six-foot social distancing radius at all times.
- Install signage limiting entry to the main entrance only.
- Post friendly reminders on all doors and throughout the office space to maintain social distance, disinfect surfaces, and be courteous of others.
- Display signs to remind people of the symptoms of COVID-19 and how to proceed should an employee display said symptoms.

## UPON REOPENING THE OFFICE

### Consider the Following Workplace Policies

- Designate a staff member to conduct employee health screenings upon entry to the office using a touchless thermometer and record results. Or, consider a non-contact screening application that enables employees to do this from home via a secure web application. vcfo has adopted using [QuickScreen™](#) for our staff and have facilitated negotiated pricing and a one-month-free trial for anyone who wants to try it. [Click here for more information.](#)
- Mandate employees to wear protective masks while in the office, unless they are alone in a private office.
- Provide optional protective gloves, should employees choose to wear them.
- Require employees to sanitize hands each time they enter or re-enter the office.

- Enforce that employees maintain social distancing protocols, including safe distances and refraining from congregating in groups or hosting large meetings.
- Request that employees shall be subject to temperature scans.
- Coordinate employee office hours or continued work from home schedule.
- Maintain adequate staff present to support guests and activity, but consider staggered shifts or work from home days for all staff.
- Empower meeting organizers to wipe down conference tables, chairs, and other equipment following all meetings.
- Limit travel to and from the office during the workday as much as possible. If plausible, ask employees not to leave for lunch and then return to the office.
- Ask employees to maintain precautions while in the community (wearing masks, maintaining distancing, washing hands, etc.), if their responsibilities require them to leave and return to the office during the day, and even outside of business affairs.
- Follow the CDC guidelines on no-handshake greetings.
- Rely on video or phone conferencing to limit person to person contact.

## COVID-19 PROTOCOL

- Employees should not come to work if they are sick.
- Employees should go home if they experience any COVID-19 related symptoms.
- If employees have contact with a person infected by COVID-19, they should adhere to a quarantine regimen currently prescribed by the CDC and/or state and local guidelines.
- Employees should monitor their own personal health throughout this transitional period.
- Employees who test positive for COVID-19 or believe they have been infected will follow self-quarantine protocols, and will not return to work until **all three** of the following conditions have been met:
  1. They have not had a fever for at least 72 hours and have not used fever-reducing medications during that time.
  2. Coughs and other symptoms have improved.
  3. Seven days have passed since they first experienced symptoms.

- Employees will practice good hygiene, both in and out of the office setting:
  - Regularly wash hands for a minimum of 20 seconds at a time.
  - Adequately cover coughs and sneezes.
  - Avoid touching eyes, nose, and mouth.

Execute the plan cautiously, following CDC, state, and local guidance as much as possible. Understand that each employee's needs and situations may be different. Employees should discuss concerns they have about returning to work as it relates to their personal health or situation with their manager or supervisor. Ask employees to be patient during this pandemic, as plans may change along the way.

At a minimum, follow [recommended CDC guidelines](#).

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