

Keep Our Workplace Safe!



Practice good hygiene



Stop hand shakes and use **non-contact greeting methods**



Clean hands at the door and schedule **regular hand washing** reminders



Disinfect surfaces like doorknobs, tables, and desks regularly



Avoid touching your face and cover your coughs and sneezes



Increase ventilation by opening windows or adjusting air conditioning

Limit meetings and non-essential travel

Use **video conferencing** instead of face-to-face meetings

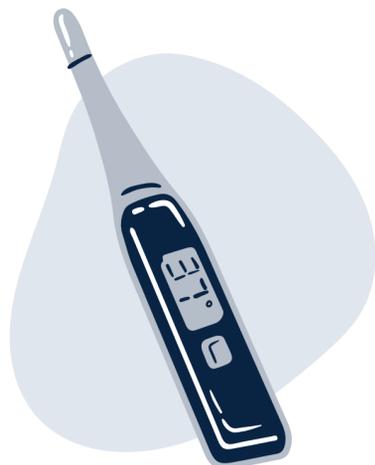
When video calls are not possible, hold your meetings in **well-ventilated rooms and spaces**

Suspend all non-essential travel and trips



Stay home if...

- You are **feeling sick**
- You have a **sick family member** at home



Take care of your emotional and mental well-being

Outbreaks are a stressful and anxious time for everyone. We're here to support you!

PREPARE YOUR BUILDING & STAFF

- Ensure safety of all workers
- Create cleaning log for employees
- Clean with products from approved lists from governing authorities
- Assure proper container for disposal of masks and gloves is prepared
- Check that hand sanitizing stations are full and working
- Review and prepare plans regarding changes to cleaning scope or any additional services
- Remove any candy, tip jars, and unnecessary items from common areas
- Keep a temperature station by the office
 - (thermometer and sanitizing wipes)
- Assign an employee to be responsible for cleaning client rooms, chairs, or service areas between appointments daily

KEEPING YOUR BUILDING CLEAN

- Maintain enhanced cleaning and disinfecting practices
- Supply disinfectants near each desk or work area
- Enable DIY cleaning through hand sanitizer, disinfectant wipes, and other such products
- Sanitize all workspace areas
- Limit in person meetings
- Leave doors open to eliminate continued handle touching
- Institute a clean desk policy
- Create secured, designated storage areas for personal items
- Consider posting signs on how to stop the spread COVID-19

CREATE SOCIAL DISTANCING PLAN

- Limit areas where people can congregate
- Check employees and managers daily for symptoms of COVID-19 when they arrive at work
- Ensure dedicated sanitizing employee is equipped with proper sanitation supplies and equipment
- Enforce stringent cleaning protocols
- Remind employees to cover their cough by either coughing into a tissue and disposing of the tissue, or coughing into the inside of their elbow
- Review glove wearing procedures with staff
- Offer curbside or delivery options
- Markers placed in front of Front Desk to support social distancing of consumers
- If waiting outside then place tape markers every 6 feet with “Wait Here “ note
- 6-foot distance between lobby chairs to support social distancing
- Prohibit shared use of small rooms and convert them to single-occupant use only

BEST PRACTICES DISCLAIMER

Please be advised that some or all of the information provided may not be applicable to some businesses. These are only recommended best practices, given by local businesses, to help in developing your own protocols. This is in no way an official order to any operating businesses. As COVID-19 circumstances continue to evolve, so will the recommendations and requirements. As a result, our suggestions may not always include exact up to date information. We strongly advise that before implementing any suggested protocols, companies carefully evaluate and consult with their own legal counsel. Public health guidance cannot anticipate every unique situation. Individuals should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization.

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Brought to you by the Greater Flagstaff Chamber of Commerce.

For a full list of suggested COVID19 Best Practices & Protocols, visit Flagstaffchamber.com/taskforce