



# COVID-19 OFFICE PROTOCOLS

*2021*

## COVID-19 OFFICE PROTOCOLS FOR OWNED & LEASED FACILITIES

(Revised 8/2/21)

The safety and wellbeing of our employees and visitors is of the utmost concern for the City of Durham. The following protocols are based on current CDC and State Public Health guidelines and will serve as requirements for employees and visitors when entering/occupying City facilities, office suites, and leased office spaces during the COVID-19 pandemic.

### Reporting to Work

- Employees who have been exposed to COVID-19, recently tested positive for COVID-19, are experiencing symptoms of COVID-19, or are awaiting COVID-19 test results for themselves or a household member are not permitted in City facilities and must obtain clearance from Human Resources.

### Face Coverings

- All employees and visitors must wear a face covering while inside a City facility regardless of vaccination status and in accordance with Risk Management's [Mask Use Guidance](#).
- Employees who are working within their own office, by themselves with their door closed, are NOT required to wear a face covering.
- Employees must wear a face covering while inside public spaces/businesses.
- Employees are **NOT** required to wear face coverings in **outdoor settings**.

### Social Distancing Guidelines

- Social distancing is recommended whenever possible, particularly for unvaccinated staff and visitors.

### Conference Rooms/Meetings

- Face coverings must be worn at all times when conducting meetings in a conference room or in individual offices.

- Social distancing/occupancy should be considered when selecting conference rooms and number of attendees.
- Risk Management recommends the primary means for conducting meetings be virtual through MS Teams or Zoom.

### **Shared Equipment**

- Shared equipment such as copiers, printers and fax machines should be sanitized before and after use.
- Signage must be posted at or near shared equipment indicating required sanitizing.
- Employees sharing office spaces and office equipment should clean and disinfect equipment at the end of every shift.

### **Restrooms**

- Face coverings must be worn inside restrooms at all times. This includes inside stalls.

### **Breakrooms**

Risk Management recommends the following protocols for breakroom use:

- Face coverings are to be worn in the breakroom when not actively eating/drinking.
- For employees who have a dedicated work space, it is recommended they eat lunch at their work area after heating/preparing food.
- For employees who do not have an assigned work space and choose to use a breakroom, social distancing protocols should be exercised when possible.
- Employees are required to clean the table surface area where they were sitting after finishing their lunch.
- Employees are required to clean appliances after personal use.

### **Gyms/Fitness Facilities**

All City employees visiting a City gym are required to follow all posted safety guidelines, as well as the following restrictions:

- Face coverings must be worn at all times and in accordance with Risk Management's [Mask Use Guidance](#).
- While in the gymnasium, social distancing is recommended.
- Employees are required to wipe down/sanitize equipment after each use.

### **Suspected COVID-19 Exposure**

If a department suspects a COVID-19 exposure, immediately contact Human Resources ([HRConnect@DurhamNC.gov](mailto:HRConnect@DurhamNC.gov)).