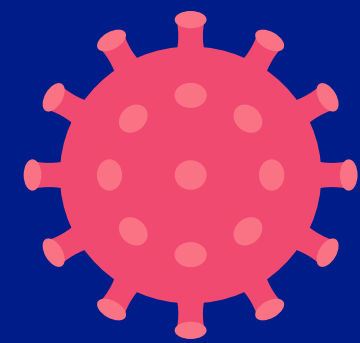


# Top Ten Tips for Offices



See the Return to Work Recommendations for Businesses at [coronavirus.gov.bm](https://coronavirus.gov.bm)

1

Employees should work remotely if possible.

2

Consider using team 'bubbles' for office staff. (e.g. 1 week half of the staff are in the office; the next week the other half are in.)

3

Employees to stay home if unwell.

4

Encourage employees to wash hands or use hand sanitizer often.

5

Open floorplans must ensure employees are six feet apart. If not, masks must be worn at all times.

6

Hold remote meetings. Where not possible there must be no more than 25 persons at least three feet apart, with masks worn at all times.

7

Review options for increasing ventilation, particularly fresh air, but you may consider air purifiers.

8

Employees should wear a mask whenever moving around the office.

9

Ensure regular cleaning/wiping down of work spaces nightly and particularly of frequently touched surfaces.

10

Limit numbers in communal areas such as kitchens to keep employees six feet apart.



6 Feet

