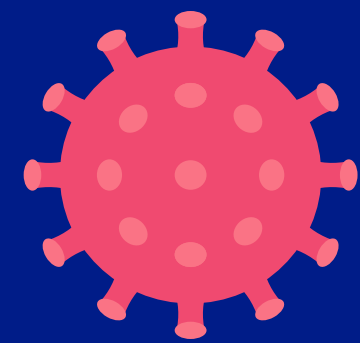# Top Ten Tips for Offices

See the Return to Work Recommendations for Businesses at **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, everyone must be six feet apart or three feet with masks and no more than 10 persons.

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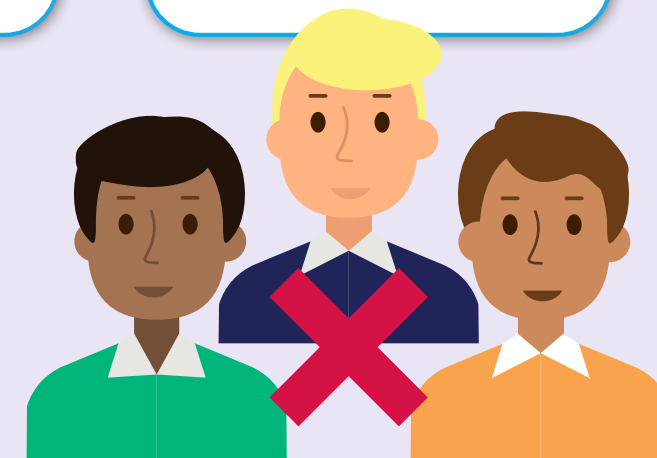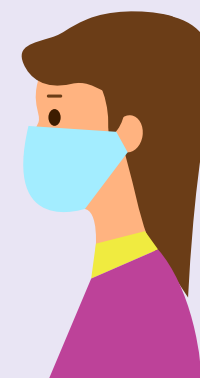
9 Ensure regular cleaning/wiping down of work spaces nightly and particularly of frequently touched surfaces.

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

6 Feet

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For more information, please visit
coronavirusgov.bm

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