

# COVIDLESS™ Workplace Services Guidelines

## **Disclaimer:**

The threat of COVID-19 exists regardless of precautions. Services, advice, plans, programs, recommendations, proposals, suggestions, graphics, images and/or any other information contained in this report or otherwise provided by COVIDLESS™ WORKPLACE SERVICES, its employees and/or officers are presented as general guidance to assist in maintaining business operations and best business practices, as well as promote overall safety awareness in the workplace only. Our assistance and services associated therewith are not intended to be used as legal or medical advice or services. Any legal updates, links or other content should not be construed as legal, medical, or professional advice or a substitute thereof.

COVIDLESS™ officers and employees shall not be liable for any loss, injury or risk (including, without limitation, incidental and consequential damages, personal injury/wrongful death, lost profits or damages) which is incurred or suffered as a direct or indirect result of the use of any of the material, advice, recommendations, proposals, guidance or services whether based on warranty, contract, tort, or any other legal theory.

Public safety codes, building codes, applicable laws and security requirements must not be modified to reduce the potential for physical contact with items in the workplace environment.

In order for us to provide you with a COVIDLESS™ Workplace Services certificate, your workplace must meet the following requirements at the time of inspection:

## **CHECKLISTS**

### **Pre-Opening - Preparing the Work Environment & Common Areas:**

- A notification (email, SMS, or Web list) must be sent to employees informing them of the new standard operating process.
- A notification (email, SMS, or Web list) must be sent to clients informing them of what to expect when the business is officially opened. For example:
  - Provide a telephone number/website to make an appointment.
  - No drop-in visits.
  - A mask to be worn prior to entering and to be kept on at all times.
  - All visitors to be screened for temperature and asked certain questions such as:
    - Any flu-like symptoms in the last 14 days
    - No recent foreign travel in the last 14 days.
    - Did not come into contact with a COVID-19 infected/suspected person in the last 14 days.
- A clear notice stating that individuals can be denied entry if they do not meet the criteria or refuse to answer the questions.

### **Upon Entering the Facility:**

- Staff should be trained on how to use a touchless thermometer.
- If a client/employee is found to have a high temperature or they manifest flu-like symptoms, they should be denied entry.
- Clients/employees should directly proceed to their assigned office/desk/area only.
- The employer should provide a supply of masks, hand sanitizers, tissues, wipes, and gloves for employees and also for clients in case they drop their mask or do not have one.

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- Use of conference rooms should be minimized as much as possible. Other means, such as virtual meetings should be used whenever feasible.

### **Inside the Facility**

- Calculate the maximum capacity of each room by dividing the net usable area by the square of the locally acceptable social distance. Please note that considering the latest update on Covid-19 airborne impact, we recommend a 7 ft social distance at minimum. However, to minimize additional costs to already implemented “six-foot rule”, we recommend that Face Masks are to be worn at all time if more than one person is present.
- individuals seated across a table for the same stated reason, Face Masks are recommended to be worn at all time.

### **Space use / density monitoring**

- Regular counts of occupants per floor must be conducted.
- Provide real-time measuring tapes/dashboards at entries to display how many people are present, if possible.

### **Circulation spaces**

- Designate and signpost the direction of foot-traffic in main circulation paths: corridors, stairs, entries
- Consider one-way circulation routes through the workplace
- Mark increments of locally acceptable social distance on floors where queues could form

### **Individual seats**

- Only use alternate desks (checkerboard)
- Increase space between desks
- Add panels between desks including height adjustable panels for sit/stand desks
- Specify seat assignments for employees to ensure minimum work distances
- Remove unnecessary fabric upholstered chairs
- Consider plastic wrapping fabric upholstery for ease of cleaning
- Affix notices to each chair reminding occupants to avoid or disinfect touchpoints

### **Meeting and shared spaces**

- Decommission and re-purpose large gathering spaces
- Prohibit groups from using small rooms; convert to single occupant use only
- Chairs, table, and other shared objects need to be wiped after each use.
- Arrows should be placed on the floor indicating direction of movement for clients and employees.
- Use of a plexiglass divisor with a surface material that can be properly disinfected for employees’ desks is advised (should take into consideration the new impact of Covid-19 airborne risk such as height, coverage area etc.).
- In-person meetings inside the offices should be held at a minimum. Use virtual meetings whenever possible.

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- Employees should not come to the printing room. Their documents should be delivered to their offices in order to avoid congregation.

#### **Kitchen**

- Consider installing physical barriers, such as clear plastic sneeze guards
- Disposable cups should be provided for water/drinks.
- Employee must leave kitchen counter clean after use.
- Separate trash cans for PPE must be provided
- Develop new practices on **kitchen and meal preparation** areas, such as:
  - Disposable cups should be provided for water/drinks.
  - Employee must leave kitchen counter clean after use.
  - Separate trash cans for PPE must be provided
  - Encourage occupants to bring food and beverage items from home and manage them individually
  - Minimize touchpoints by removing coffee pots, etc.
  - Eliminate open food items

#### **Bathroom**

- Urinals/sinks must meet the 7 feet distance rule. This can be achieved by posting signs or marking certain urinals/sinks as unavailable.
- Touchless hand sanitizer should be provided outside the bathroom because people have to touch the door handle to exit the bathroom.
- Touchless soap dispenser/water faucet/napkin dispenser is recommended.
- Paper-seat cover is recommended.

#### **HVAC**

- Changing filters once every month.

#### **All Rooms:**

- Chairs, counters, and any other objects that clients or employees come into close contact with must be cleaned and disinfected immediately after the client leaves the office.
- Hand sanitizer, tissues, and wipes must be provided.
- Maintain cleanliness and disinfect at the end of the day.

#### **Signage:**

- A signage placed at office entrance:
  - A mask to be worn prior to entering and to be kept on at all times.
  - All visitors to be screened for temperature
- Stickers on the floor indicating where clients should stand while maintaining the local social distance rule.
- Posters with general information: wearing a mask, coughing/sneezing etiquette, maintaining the locally required social distance.
- Signage in the kitchen showing proper instructions.
- Signage on the bathroom door stating that mask should be kept on in the bathroom and the maximum occupancy.

**APPENDIX A**

**Sample Tools**

**(FOR EMPLOYEES)**

**Subject line:** Guidelines around COVID-19

Hi All,

As you know, we are taking preventive measures against the COVID-19 outbreak which means that we all need to adopt some new work habits. We have enlisted the help of [COVIDLESS™ Workplace Services](#) to help us implement all the appropriate measures to ensure our office is safe for all our employees and clients.

We plan to send an email to our clients to announce some measures we will be implementing before we are open – please make sure you are following these guidelines.

Because we are currently operating under uncertain conditions, and it is difficult to predict how things will turn around in the next few weeks or even months, let us all work together to ensure our team's wellbeing.

I would like to emphasize that if anyone has even the slightest symptoms (e.g. cough, fever, difficulty breathing) we ask that you please stay home and not come to work, and if that happens during your shift, please go home immediately. Be discreet; we do not want to make anyone feel uncomfortable. This is a pandemic outbreak; it is not anyone's fault if they get infected, but we do need to minimize the risk. So, contact me as soon as possible – we might need to sanitize and disinfect the office or take other drastic measures.

Mostly, make sure you also stay safe and reach out with any questions or concerns you have.

Thank you,

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**(FOR CLIENTS)**

**Subject line:** Guidelines around COVID-19.

To all our valued clients,

Your comfort and safety are our main priority. We are closely monitoring the circumstances and government recommendations regarding COVID-19.

In light of the current COVID-19 pandemic, we wanted to give you an update on the changes we are making in the salon to ensure your safety is our main priority.

First, I would like to inform you that we have enlisted the help of COVIDLESS™ Workplace Services to help us implement all the appropriate measures to ensure our office is safe for all our employees and clients. We are in the process of completing all their safety steps required to receive a certificate of completion for our Covid-19 Preparedness and we will let you know when we do receive it.

If you are unwell, have recently returned from overseas travel, are under quarantine, or have come into contact with someone with COVID-19 or suspected COVID-19, please let us know at the time of making the appointment even if you do not have any symptoms. Our guidelines are very stringent and follow federal and local recommendations and are meant to protect you and others. Our commitment to you remains our top priority.

We are closely monitoring the government and industry advice and have made some changes in how we operate under their best guidance.

- We are taking extra care to ensure we are sanitizing and cleaning between each client in the chairs.
- We have introduced sanitation-stations with hand sanitizer – please use these, as much and as often as you can.
- We ask that you refrain from using cash where possible.
- We have made changes to space out our stations/chairs in an effort to self-distance as much as possible.
- Our team is following government recommendations and will be isolating if anyone shows flu-like symptoms, so we ask for your patience and understanding if we need to reschedule your appointment.

As always, community works best when we bond together to help each other. As such, we have a few ways we can offer to help, if you are sick, self-isolating, or quarantined:

- If you need to reschedule an upcoming appointment, please get in touch and we will accommodate a change.
- Reach out to us if there is anything, we can do for you, and we will do our best in this trying time to help.

Please keep in mind the following:

- There will be no drop-in visits.
- A mask has to be worn prior to entering the salon and must be kept on at all times.
- All visitors will be screened for a fever.
- You might need to wait in the car or outside until it is your turn. Please inform us when you arrive, and we will reach out to you once we are ready.

During this time, we will do everything in our power to keep our team and our clients safe. Thank you for your cooperation, take care and be safe!

**APPENDIX B**

Sample Signage Prior to Entry

# Know Your W's



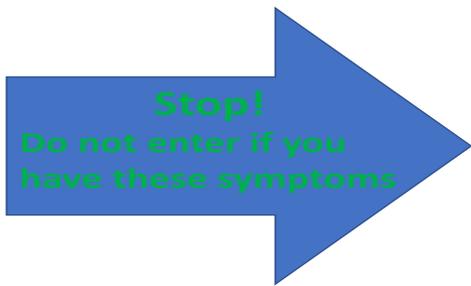
**WEAR**  
a cloth  
covering



**WAIT**  
6 feet apart. Avoid  
close contact.



**WASH**  
your hands  
often or use  
sanitizer



- Cough
- Shortness of breath
- Fever
- Chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell

**Staying apart brings us  
together. Protect your family  
and your neighbors.**

**covidLESS**

@ <https://covidless.us/>

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APPENDIX C

Sample Certificate of Completion

## COMPLIANCE CERTIFICATE

This is to acknowledge that  
**(BUSINESS NAME)**

has successfully implemented all recommendations based on the  
COVIDLESS™ COMPLIANCE REPORT dated **(DATE)**.

**(BUSINESS NAME)** has demonstrated its strong commitment to  
maintaining a safe and healthy workplace environment.

**COVIDLESS™ Workplace Services LLC**

By

\_\_\_\_\_

Date



Best practices, as used in this Certificate, are practices that adhere at minimum to CDC Guidelines in effect on the date indicated next to each certified item. Take notice that COVID-19 infection risks will exist in this workplace and elsewhere regardless of any precautions that might be taken; and this is in particularly true for contaminants that may enter this workplace after the issue date shown on this certificate.



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