

COVID-19 BEHAVIOR, OFFICE AND HVAC RECOMMENDATIONS

I. BEHAVIOR

1. WASH HANDS –properly and frequently
2. WEAR SURGICAL TYPE FACE MASK for capturing larger droplets
3. CARRY HAND SANITIZER (60% -70% alcohol)
4. CLEAN and SANITIZE SURFACES OFTEN –Rotate Sanitizer
5. NO TOUCHING (No handshakes, No fist-bumps)
6. RESTRICT PERSONAL OFFICE SUPPLIES (phone, keyboard, stapler, etc)

II. OFFICE SPACE –LAYOUT

7. SOCIAL DISTANCING: MANAGE OCCUPANCY PER ASHRAE GUIDELINES (with 6-ft separation or partitions as appropriate)
8. INSTALL CUBICLE WALLS or CLEAR PANEL PARTITIONS
9. REMOVE SELF-SERVE BUFFET –NO COMMON UTENSILS

III. HVAC –Heating, Ventilation and Air Conditioning

10. UPGRADE HVAC FILTRATION TO **MERV 13-Superior** (or MERV 15A)
11. VERIFY VENTILATION AND THERMAL COMFORT

IV. HOUSEKEEPING

12. HEPA Vacuum Carpeting (prevent re-aerosol)
13. DAMP WIPE (clean) and SANITIZE HARD SURFACES (counters, rails, handles, buttons/switches) (rotate sanitizers)
14. TIE TRASH BAGS prior to removal

V. AIRFLOW –RESTROOMS, UTILITY SPACE AND APPLIANCES

15. VERIFY EXHAUST FANS MAINTAIN NEGATIVE AIR PRESSURE
16. VERIFY DRAINS ARE FULL
17. REPLACE FORCED AIR-DRYERS WITH DISPOSABLE TOWELS
18. COVER TRASH BINS

VI. VISITORS (SEGREGATION)

19. PREPARE vs. PRE-CHECK
20. ESTABLISH A VISITOR ENTRANCE
21. ESTABLISH VISITOR MEETING AREA(S)

Available at www.aifet.org/COVID19 (final version) Post this page in your office.