



COVID-19 Workplace Safety Etiquette Guide

The pandemic has highlighted our interconnectivity – how each of us can affect everyone around us. Personal and community safety and well-being intertwine and become the responsibility of all. As the City moves into the next phase of our pandemic response with staff returning to the office, **we ask all staff to follow these etiquette tips in the workplace** for the health, safety, and comfort of our fellow employees.

- **Wear masks** or other face-coverings at all times when indoors and keep them fitted over nose and mouth. Face-coverings are required of all staff and visitors in City facilities regardless of vaccination status.
- **Stay home when you're sick** or experiencing cold-like symptoms.
- **Wash or sanitize your hands before and after using common areas** like copy rooms, conference rooms, and lunchrooms/kitchens.
- **Clean common areas after use** to keep your germs from shared surfaces:
- After using a conference room, wipe down table tops and arm rests on chairs before leaving.
 - Wipe down copiers/printers after use (*please DO NOT use sanitizer or spray directly on copier or electronic equipment; it can damage the electronics*).
 - In kitchens, wipe down the surfaces you touched like microwave and sink handles after use.
- **Maintain physical distance when possible.** While physical distancing is no longer legally required, and there are no capacity limitations due to COVID-19, it is still considered a public health best practice. Everyone can distance as they see appropriate. Consider holding meetings in a spacious meeting environment that everyone is comfortable with and maintain physical space in conversations.
- **Follow elevator occupancy limits** (in most cases, no more than 2 people at a time).
- **Speak up!** We are asking everyone to pitch in and help each other along the way. If you are comfortable speaking in the moment, please do so gently and with understanding. A person not wearing their face-covering might have just sipped their coffee or might have forgotten they don't have it on.
- **Be responsive to safety needs of your colleagues.** If you're asked to mask up, or for other COVID-19 safety measures, please do so with grace and respectfulness.
- **Contact Facilities Services at 238-3217** if you need more cleaning supplies or have other questions or concerns about the buildings.

Remember: City employees have experienced the pandemic differently. Many staff have reported to the workplace throughout the pandemic. Others are now reporting to the workplace for the first time since March 2020. All City work units, across this spectrum of circumstances, have shown remarkable dedication and resolve throughout the pandemic.