

DAVINCI



# Health & Safety Recommendations for Workspace Users

## Health & Safety Recommendations

The logo for Davinci, featuring the word "DAVINCI" in white, uppercase letters inside a red speech bubble shape.

Dear Davinci Industry Partners and Customers,

Providing healthy and safe workspaces is most important for all of us – our staff, clients and guests. To minimize potential risk factors, Davinci has created recommendations and internal policies to help us prevent the spread of viruses and other diseases within our work environments.

Please continue to monitor updated information and resources by reviewing the guidelines from the [Centers for Disease Control](#) (CDC), the [World Health Organization](#) (WHO) and our local government bodies.

We thank you for taking the necessary steps to help ensure the health and safety of all our employees, clients, guests!

Please feel free to contact us with any questions, suggestions or comments – we would love to hear from you. All of us are in this together and we need to work as a team to ensure the best outcomes for everyone.

*Your Davinci Team*

### **Social Distancing and Spacing in Workspaces**

Please maintain social distancing at any time - six feet minimum.... Please, let's be smart!

Please follow one-way traffic options within the workspace to assist with spacing while avoiding cross-contact.

Workspaces may be reconfigured to allow for proper spacing of all workstations, common areas and facilities.

Seating capacity may be reduced in all shared spaces, meeting rooms and common areas to allow for proper distancing.

Additional private offices and private workspace options may be offered to provide increased isolation.

Health shields and forced distancing may be required in reception, common and visitor areas.

Safe hand off points / areas for mail, docs, deliveries, equipment etc. may be available.

### **Safety and Hygiene in Workspaces and Shared Areas**

Please respect signage in the workspace on specific rules, effective hygiene and social distancing.

Digital thermometer temperature checks and check-in may be required upon entry.

A dedicated health and safety staff resource may be available at the workspace.

Access to hand sanitizer, gloves, disinfecting wipes, towels, tissues and disposable masks may be available.

Cleaning / disinfection of shared meeting and workspaces after each use.

Frequent cleaning / disinfection of all shared surfaces and high-touch areas throughout the workday.

Clients and guests may be asked to sanitize common surfaces and shared equipment prior and after use.

Increased frequency of cleaning and disinfection of workspaces.

HVAC zoning and filtering options are updated where possible.

### **Personal Hygiene for Employees, Clients and Guests**

Please wash your hands frequently and properly with warm water and soap. Let's do 30 seconds minimum!

Wear face masks and/or gloves when and where recommended or required.

Please avoid touching items such as handles, buttons, fixtures, hand-rails, doors, elevators etc. when possible.

Use your arm or sleeve only when coughing or sneezing and use hand sanitizer regularly.

Please dispose of tissues immediately and wash hands or use sanitizer any time you have used tissues.

Refrain from touching your eyes, nose or mouth.

Sanitize your personal work surfaces before and after each workday.

Sanitize your personal equipment such as laptops, keyboards, mouse / mouse pad, screens, phones etc.

Minimize bringing items that cannot be easily sanitized to the workplace, please take out what you bring in.

### **Food and Beverage Options**

Shared food and beverage options such as buffet style catering, fruit, snacks, coffee, tea may no longer be offered.

Shared dining ware such as cups, utensils, seasonings, etc. may be replaced with more sanitary options.

Use of microwaves, refrigerators, kitchen sinks, vending machines etc. may be restricted.

Only consume safe, packaged food and beverage options and ensure proper discarding.

Ensure properly spaced seating and distancing in any café or lunch areas.

Handwashing and sanitizing prior / after handling food or drink is "a must do" for all.

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### Mail and Deliveries

Safe spacing and dedicated areas may be required to receive / pick up mail, shipping or other deliveries.

Proper sanitation protocols will be used for all mail and package handling.

Please use electronic documents / communication methods instead of print and paper whenever possible.

### Feeling Good or Feeling Sick Today?

Monitor your vitals every day before work and make sure you have no symptoms - Let's be smart!

If you are displaying even mild flu-like symptoms, including fever, cough and cold - PLEASE stay home.