

DAVINCI



# Health & Safety Recommendations for Workspaces

2020

## Health & Safety Recommendations for Workspaces

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.

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 your local government bodies.

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 own work environment. We would like to share our return to work approach with you while hopefully assisting with your own internal health and safety protocols.

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. We all are in this together and we need to work as a team to find the best solutions and outcomes for everyone.

*Your Davinci Team*

### **Social Distancing and Spacing**

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

Reconfigure the workspace to allow for proper spacing of all workstations, common areas and facilities

Reduce seating capacity of all shared spaces, meeting rooms and common areas to allow for proper distancing

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

Endorse "shifting" and WFH strategies to reduce concurrent density in workspace

Offer additional private offices and private workspace options to provide increased isolation

Consider the installation of health shields and forced distancing in reception, common and visitor areas

Create safe hand off points / areas for mail, docs, deliveries, equipment etc.

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

Map out all potential access, movement and exit points in your workspace and identify risk areas for contamination

Post visible signage throughout your workspace on specific rules, effective hygiene, handwashing and social distancing

Consider digital thermometers for temperature check at entry and display information on COVID 19 symptoms

Offer access to hand sanitizer, gloves, disinfecting wipes, towels, tissues and disposable masks upon entry, when/if possible.

Keep detailed employee and visitor logs of check-in / check-out activity

Consider a dedicated health and safety staff resource for your workspace, when/if possible

### **Cleaning and Sanitation**

Increased frequency of hospital grade cleaning and disinfection of the workspace including all private areas, when/if possible

Review HVAC zoning and filtering options and update/upgrade where possible

Cleaning / disinfection of shared meeting and workspaces after each use, when/if possible

Frequent cleaning / disinfection of all shared surfaces throughout the workday, when/if possible

Frequent cleaning / disinfection of all high-touch items such as fixtures, hand-rails, doors, elevators etc.

Providing hand sanitizer and anti-bacterial wipes in all shared areas, at all workstations and offices, when/if possible

Ask staff, clients and guests to always sanitize common surfaces and shared equipment prior and after use

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

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

Avoid touching items such as handles, buttons, fixtures, hand-rails, doors, elevators etc.

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, take out what you bring in - daily

## Health & Safety Recommendations for Workspaces

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### Food and Beverage

- Do not offer shared food and beverage options such as buffet style catering, fruit, snacks, coffee, tea
- Do not offer shared dining ware such as cups, utensils, seasonings, etc. and/or ensure sanitary options
- Limit use of microwaves, refrigerators, kitchen sinks, vending machines etc. and/or ensure sanitized operation
- Only allow for safe, packaged food and beverage options and ensure proper discarding
- Ensure properly spaced seating and distancing in any café or lunch areas
- Evaluate location / sanitary options of your garbage and recycling stations
- Handwashing and sanitizing prior / after handling food or drink is “a must do” for all

### Mail and Deliveries

- Allow for safe spacing and dedicated areas when receiving mail, shipping or other deliveries
- Use proper sanitation protocols for all mail and packages prior to handling or distributing
- Always use gloves and masks while handling mail or packages
- Offer safe pick-up points / areas for mail, docs, deliveries, equipment etc.
- Discontinue accepting personal shipping deliveries for employees
- 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

Notify staff immediately if you are diagnosed with COVID-19 and have used workspace within the past 30 days

### **Been Traveling?**

If you recently traveled to high-risk areas (areas as updated by the CDC), please self-quarantine for 14 days, even if you show no symptoms. Keep monitoring yourself for any symptoms of illness.

If you are showing any symptoms of illness, we ask you to check with your healthcare provider.

Please do not plan to return to work until you've been cleared and are no longer sick.

### **What if it happens anyway?**

If a person that used the workspace recently has been diagnosed with COVID-19, please make sure to notify staff (and clients) immediately while enabling additional cleaning protocols and/or temporary closures to ensure clean and safe work environments. Communication and action is key!