

# best practice safety protocol summary



## remodeling/retooling of the workplace

ensuring greater spacing between employees/functions/cubes

## improved air filtration & ventilation

more efficient removal of hazardous particles from the environment

## more touch-free handles/interfaces

reducing handles and physical interfaces and introducing motion control



## visual social distancing/sanitization cues

providing quick checks/reminders to maintain distancing and hygiene

## staggered shifts and lunch times

reorganizing employee shifts and breaks to prevent long lines and crowds

## canteen table spacing and food service

serving pre-packed food in reusable/disposable boxes



## hygiene zones with checkpoints

separating workspaces into zones with mandatory sanitization between each

## highly visible workspace cleaning

displaying cleaning activities and confirming workspace cleanliness

## clean working kits

providing each employee with a personal cleaning essentials kit, e.g. alcohol, wipes.

## designated team guard

assigning a team member to ensure new standards are being followed