

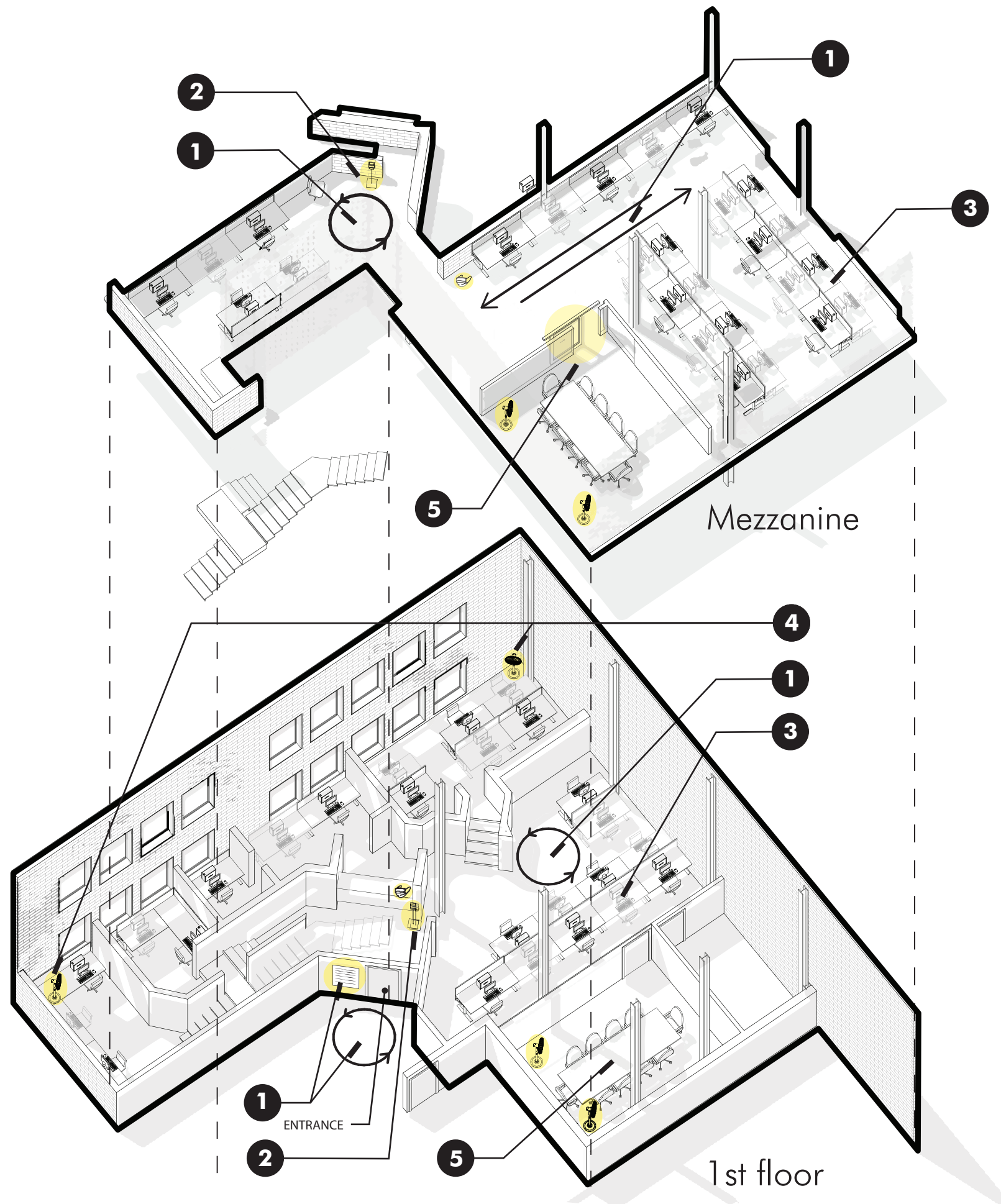
OFFICE GUIDELINES

IMMEDIATE OPTIONS

- 1 SIGNAGE (WALL SIGNS AND FLOOR DIRECTIONALITY)
- 2 C-19 PPE
 - HANDWASH
 - MASKS
 - OTHER
- 3 SPACING / WORK @ HOME
- 4 FAN : INCREASED CIRCULATION
- 5 CONF ROOM :
 - OPEN DOOR
 - HEPA FILTRATION
 - REDUCE SEATING
- 6 CLEANING: INCREASED REGULARITY AND HIGH TOUCH FOCUS

MORE PERMANENT OPTIONS

- 1 SIGNAGE W/ UPDATED POLICIES
- 2 C-19 PPE
 - PERMANENT HANDWASH
 - MASKS
 - OTHER
- 3 SPACING SUPPLEMENTED W/ 3 FORM PARTITIONS & HVAC REVS TO INCREASE AIR
- 4 HVAC MODS : INCREASED FILTRATION, INCREASED AIR FLUSH
- 5 CONF ROOM :
 - OPEN DOOR
 - HEPA FILTRATION
 - REDUCE SEATING
- 6 CLEANING





Hi.arch.y llp + HHBE Infographics

Local Vendors that Can Help You ACT NOW:

- [Hawaii Based Built Environment Professionals – HI.ARCH.Y LLP](#)
- [Hawaii Based Workplace Psychology Experts – GP&S](#)
- [Hawaii Based Signage Professionals – HONBLUE](#)
- [Hawaii Based Non- Medical PPE Providers – JAMS WORLD](#)
- [Hawaii Based Cleaning Professionals w/ C-19 Training – MD Restoration](#)

Office Space Modifications:

1) Signage:

Provide signage that defines your office protocol in response to C-19

- Masks required (“you take your slippers off to respect your home, we ask that you put your masks on to respect our office”) ideally the message should be clear, but still respectful and inviting. Ultimately we all still want customers and business....your signage should reflect that.
- Please do not enter if sick (call xxx-xxxx and we can set up alternate communication)
- When you enter please help us by doing the following.
 - Hand wash / hand sanitizer
 - Practice social distancing of 6 feet
 - If a large office, directional guidance may be warranted...etc.



- Directional signage within the space to promote circulation + distancing compliance

ACTION: Signs could be as simple as self-printed and taped to the door and/or stuck on the floor, or professionally designed. Hi.arch.y llp could help with signage design and layout and/or we could refer you to our partners like HONBLUE who have great predesigned signage packages to order for immediate delivery. Keep in mind however, the front door of your office is the first impression you make on your customers, so you will eventually want it to be reflective of your brand and your commitment to quality. Depending upon your setting, keeping your office door open will allow your guests to enter without interacting with a high touch surface.

USEFUL LINKS:

- *Hawaii Based Built Environment Professionals- Space Planning Re-Design for Distancing*
- *Hawaii Based Signage Professionals – HONBLUE*

2) C-19 PPE (Personal Protective Equipment):

Depending on your type of business (offices would differ from job sites or warehouses...etc.) as well as the current CDC / Jurisdictional requirements, you may want to provide PPE and options for visitors.

- Disposable paper masks
- Hand washing station / sanitizer dispenser
- Disposable gloves if your interaction requires repeated handling of an item...etc.
- *Depending upon your location / conditions disposable booties/shoe coverings*



ACTION: Certain PPE may be unavailable or hard to get, and until quantities allow, medical grade PPE should be reserved for medical workers. In lieu of purchasing items, homemade options can be had with [on-line guides to make them](#). Consider sharing your requirements on your website and in your meeting invites so your guests can come prepared....communication always helps.

USEFUL LINKS:

- [Hawaii Based Non- Medical PPE Providers – JAMS WORLD](#)

3) Distancing

Six feet distancing requirements aren't likely to fall away anytime soon. Setting your workplace up for return will likely benefit from decreased density of seating arrangements. This can be achieved by moving desks further apart to allow for 6 feet spacing between employees.

- Conference Rooms – Conference rooms should be modified to limit seating to maintain social distancing. We would also recommend increased air circulation and air flushing with portable fans until which times system retrofits (HVAC / Air Conditioning) upgrades can be made.
- Circulation Paths should be identified and understood to maintain 6 feet distancing.

ACTION: If physical space constraints don't permit 6 feet distancing, working in shifts with team members alternating work from home / work in office days to allow for 6 feet spacing between employees can help address the issue. Any meetings should be on-line where possible, and when absolutely required, members and occupants should be limited for any conference rooms. With regards to moving within the office (depending on office configuration) clockwise circulation can allow people to move to and from their space and limit 6 feet face to face distancing compromises. In spaces that don't allow clockwise circulation, simply look ahead and if your colleague is returning, give them time to get situated before you leave your desk. [CUSHMAN 6' Office Video](#)



4) Air Quality / Circulation

As a virus that has shown the potential for airborne transmission, air quality, air filtration and air circulation are seen as critical in preventing potential virus buildup. Enclosed areas within the built environment provide opportunities for virus buildup without proper ventilation and air quality control. Workplace environments should increase air filtration, increase air exchanges and generally seek to improve air quality to prevent the potential for virus buildup in the air volume where your work takes place.

ACTION: At the most basic level, air movement...of just about any kind is a plus in moving and diluting micro droplets and airborne particles that can remain in the air for extended periods of time and increase the density of potentially harmful particles. While system upgrades to your workplace HVAC systems may be required / desired eventually, there are several options that can be taken immediately to help improve air quality and air movement.

- Wearing Masks: As a first step, masks limit the potential for disbursement in the first place. By wearing masks, air quality is improved by limiting potential contaminants from entering the air your team will breathe.
- Opening Windows: If your workplace allows, opening windows that allow for cross ventilation is a simple immediate step. In Hawaii's climate we are fortunate to be able to do this all year.
- Desk Fans: Simple desk fans will facilitate air movement and dilution of air particles. This is perhaps more critical for POS positions...(bank tellers, retail cashiers), where people are standing in line and air buildup of the general public may occur. In office settings, a door or window could be opened with portable fans set to flush the space throughout the day.
- Portable Equipment: Air purifiers may also be considered to help filter the air in your space. Portable equipment providers offer a myriad of options.

USEFUL LINKS:

- *ASHRAE Airborne Infectious Diseases - White paper*



- LIVE SCIENCE- “Spread as an airborne...”
- Hawaii Based Built Environment Professionals- Systems Review

5) Conference Rooms

See comments related to distancing, but 6 feet distancing requirements aren’t likely to fall away anytime soon and adjusting conference settings accordingly makes good sense.

- Conference Rooms – Conference rooms should be modified to limit seating to maintain social distancing. We would also recommend increased air circulation and air flushing with portable fans until which times system retrofits (HVAC / Air Conditioning) upgrades can be made.
- Room usage and participation should be identified and understood to maintain 6 feet distancing.

ACTION: Any meetings should be on-line where possible, and when absolutely required, members and occupants should be limited for any conference rooms. Remove seats and arrange them to meet distancing requirements.

6) Cleaning

Current information reflects the Covid-19 virus is easy to kill PRIOR to finding a host. As such, cleaning to prevent contact transmission (from hands to nose, mouth, & eyes) is an effective way to limit potential spread of the virus.

- Clean surfaces in the workplace with increased regularity and a focus on high touch surfaces.
- Review cleaning protocol with CDC recommendations and be sure to review the labels of the cleaners.



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- Utilize cleaners that have been approved for use against SARS-CoV-2 – List N.
- Read the labels...“the label is the law” kill rates and dwell times should be understood, the labels should reflect proper usage and dwell times should be adhered to for cleaners to do their job. ACI report reflects that 42% of Americans do not disinfect properly.

ACTION: Follow the recommended CDC cleaning protocol, clean high touch surfaces regularly and follow the labels. Cleaning must be done before disinfecting, and disinfecting done incorrectly does no good. Set up a regular routine that all employees and cleaning staff can make a habit of so cleaning isn't missed or ignored.

USEFUL LINKS:

- [Hawaii Based Cleaning Professionals w/ C-19 Training- MD Restoration](#)
- [EPA: List N: Disinfectants for use against SARS-CoV-2](#)
- [CDC: Environmental Cleaning and Disinfection Recommendations](#)

Disclaimer: The content on this message is for reference purposes and is not intended to substitute for advice given by a physician, pharmacist, or other licensed health-care professional. You should not use this information as self-diagnosis or for treating a health problem or disease. Contact your health-care provider immediately if you suspect that you have a medical problem. Hawaii Healthy Building Experts (HHBE) Action Group is a joint public outreach initiative of Great Places & Spaces LLC and hi.arch.y llc. The opinions stated above are by the person indicated and might not reflect the opinions of the whole HHBE action group and are not intended to diagnose, treat, cure, or prevent any disease or health condition. HHBE assumes no liability for inaccuracies or misstatements.