

DPSS COVID-19 POSTER CHECKLIST FOR OFFICES

- Self- Screening Poster (Employees and Public) – #1 and #2**
 - a. Please post the COVID-19 Self-Screening document (employees) in all internal locations in the office where the other posters have been posted (e.g., breakrooms, cubicle section areas, offices, and at employee entrances, etc.).
 - b. Please post the COVID-19 Self-Screening document (public) at all exterior doors and where the lines are located for the public.

- Body Temperature Screening Poster (Employees) – #3**
 - a. Please post employee poster outside of building at all employee entrances.

- Please Stay Away If Sick Poster (Public) – #4**
 - a. Please post public poster outside of the building at all public entrances.

- Social Distancing at Work Postings, Social Distancing (Employees and Public) – #5 and #6**
 - a. Please post #5 throughout the office and include it in the cubicle walls and breakrooms, and common areas include public lobbies.
 - b. Post #6 outside of building for the public.

- Face Coverings (Employees and Public) – #7 and #8**
 - a. Please post #7 all around the office and include it in the cubicle walls and breakrooms, and common areas, including public lobbies.
 - b. Please post #8 outside of building for the public.

- Handwashing (Employees and Public) – #9**
 - a. Please post at all locations where there are sinks (e.g, restrooms, breakrooms, etc.). Include this poster in public restrooms as well.

- One Person Per Table (Employees and Public) – #10**
 - a. Please post at all locations where tables are available for employees or public use. (e.g., breakroom, table located outside).

- Protocol for Reopening County Offices – DPH Health Officer Order (Employees) – #11**
 - a. Please post at all public entrances and common areas (e.g., breakroom).

- Restrooms & Elevator Postings**
 - a. Please Restrooms – Maximum occupancy for restrooms is determined by the number of stalls/urinals available for use while still being able to observe social distancing. For example, if you have three (3) stalls, the middle stall would be blocked off to provide 6 feet between accessible stalls. The same rule would apply for sinks.
 - b. Elevator – Maximum capacity for each elevator is limited to how many individuals that can maintain a 6-foot physical distancing area. For example, two (2) persons can maintain a 6-foot distance when diagonal in the elevator, resulting in a two-person maximum occupancy.