



Roadmap to Recovery for Nevada

General Office Environments



Employees and Visitors

Mandatory*

- Ensure minimum 6 feet between people; if not possible, install barriers.
- Face coverings are required for all employees, unless not advisable by a healthcare professional, against documented industry best practices, or not permitted by federal or state laws/regulations. A face covering is not required if an employee is working alone in an enclosed office space.
- Employers must perform daily symptom assessment of employees.**
- Require employees to stay home if symptomatic.
- Require frequent and thorough hand washing, including providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand sanitizer.
- Limit travel as much as possible.
- Stagger arrival of all employees and guests.

Recommended Best Practices*

- Reduce sharing of work materials.
- Face coverings are recommended for all customers and guests.
- Enable natural workplace ventilation.
- Health questionnaire for symptoms at entry.
- Post informational signs regarding social distancing, facial coverings, and what to do if symptomatic.
- Encourage personnel to work from home whenever possible and feasible with business operations.

Physical Spaces

- Prohibit gatherings of 10 or more people where social distancing of at least 6 feet cannot be achieved.
- Ensure frequent disinfection of desks, workstations, and high-contact surfaces.
- Daily deep disinfection of high contact surfaces (e.g. door handles, light switches, seats, railings, cabinetry handles, appliance handles, toilets, countertops, phones, tables, etc.).
- Cancel/postpone in person events when special distancing guidelines cannot be met.
- No self-serve food in cafeteria.
- Utilize disposable tableware and other materials.
- Establish maximum capacity (e.g. 50% of fire code).

- Redesign/space workstations for 6 feet or more of distance.
- Close cafeteria and gathering spaces, if possible, or conduct regular cleanings.
- Divide essential staff into groups and establish rotating shifts.
- Availability of at least 3 weeks of cleaning supplies.

Confirmed Cases

- Immediately isolate and seek medical care for any individual who develops symptoms while at work and follow CDC guidelines.
- Contact the local health district about suspected cases or exposures. Employers should maintain the confidentiality of employee health information.
- Shutdown any facility for deep cleaning and disinfection, if possible.
- Use disinfectants outlined on [EPA List N](#).

- Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications.
- Once testing is readily available, test all suspected infections or exposures.
- Following testing, contact local health department to initiate appropriate care and tracing.

**Daily symptom assessments should include monitoring for fever, cough, and trouble breathing.

*These recommendations were compiled based on guidance from the CDC, the U.S. Food and Drug Administration (FDA), Nevada OSHA, and other relevant agencies for the industry and public health officials, including state licensing boards. The information provided is only intended as general information to the public. Following these guidelines does not constitute, and is not a substitute for, compliance with all laws and regulations applicable at any particular time. Individuals and businesses are responsible to ensure that they comply with all laws and regulations that apply to them, including, but not limited to, federal and state health and safety requirements. Additionally, compliance with these regulations does not ensure against the spread of infections from COVID-19 or any other cause.