



Guidance for Oklahoma's Open Up and Recover Safely Plan: **Administrative Offices**

- Administrative offices including real estate development, accounting, finance and professional offices **reopened April 24, 2020.**

Sanitation & Disinfecting Guidelines

- You are encouraged to develop, implement, and maintain and revise a cleaning and disinfecting plan for your workplace.

Enhanced Hygiene Considerations

- Ensure that access to handwashing/hand sanitizing facilities and supplies are available for employees and visitors.
- Encourage employees and visitors to use good hygiene including proper handwashing and observe respiratory etiquette.
- Consider messages to remind visitors to prevent the spread of COVID-19. These messages may include suggestions to stay at home if you are sick or do not feel well, and what to do if you're sick or feel ill.

Social Distancing Guidelines

- It is at the discretion of business owners or local officials to determine when and if social distancing measures should be applied.
- Business owners should use their best judgement taking into account factors such as location and size of venue when determining the appropriate levels of social distancing and group size.

Please note this guidance is not comprehensive, it is intended to serve as a tool to help offices and business owners establish general protocols encountered in various situations. Effective safety measures that protect employees and citizens are critical to a successful reopening of our great state. There are unique situations not covered here, and we rely on collaboration with our local officials, businesses and citizens using their best judgement during this unprecedented time. We must all take responsibility to protect those in our community. Thank you for doing your part to ensure the safety of all Oklahomans.