



In the workplace: Worker arrival area

How to organize

- 1 There should be a designated area where all workers and visitors, such as delivery and outside maintenance workers, report on arrival
- 2 The arrival area should ideally have sufficient space to allow arriving workers and visitors to maintain physical distance of at least six (6) feet between one another while waiting to be checked in. If this is not possible, workers should make every effort to avoid direct physical contact and be sure to wear face coverings
 - The waiting area should be marked with tape, chalk, or rope barriers to help workers maintain physical distance of at least six (6) feet between one another
- 3 The arrival area should have the following:
 - A handwashing or hand sanitizing station
 - **A supply of paper or fabric face coverings for workers who forget theirs and for visitors**, who may not have one of their own
 - A table or desk where workers can be signed in, asked about symptoms of illness and potential exposure to Covid-19, and have their temperature taken
 - Signage that addresses the following:
 - Not entering the workplace if ill, and steps to take if ill on arrival
 - Mandatory temperature checks are mandatory for entering the workspace (100.4° F or 38° C or above will not be permitted to enter)
 - What to do if they become ill while at work
 - Reminders regarding wearing face coverings, handwashing or sanitizing, covering coughs and sneezes, not touching one's face or surfaces or objects that may be contaminated, physical distancing, cleaning and disinfecting frequently touched surfaces and objects, not taking personal belongings into the kitchen, and no using cell phones in working areas