



In the workplace: General

Organizing the workplace

1 To the extent possible, the workplace should have separate designated areas for different functions:

- Worker arrival area
- Personal area
- Food prep area
- Meal packaging area
- Delivery prep area
- Food pickup area
- Receiving area

***Note:** *Small facilities may not have room for these functions to be placed in completely separate areas, but the same precautions apply to the space where a given function is performed, whether or not it is done in a separate area.*

2 **Place handwashing stations with soap and water and no-touch, closed-lid trash receptacles at all entrances and exits** and in all common areas and functional areas

- (Hand sanitizing stations with alcohol-based hand sanitizer that's at least 60% alcohol may be substituted in places where plumbing is not available for handwashing stations)

3 **Place no-touch hand sanitizer dispensers and tissues, along with no-touch trash receptacles, in multiple locations** throughout the workplace to encourage frequent hand hygiene

4 To the extent allowed by applicable health codes, **prop open frequently used interior doors** wherever possible so workers do not have to touch doors or door handles to pass through them

5 **Provide sanitizing wipes throughout the workplace** so workers can frequently wipe down personal items (for example, cell phones) and commonly touched objects and surfaces (for example, phones and cell phones, computers, keyboards, mice, tablets, touch screens, remote controls, payment machines, tabletops, work stations, countertops, cooktop, oven, other kitchen controls, equipment handles, work tools and equipment, sinks, faucets, faucet handles, toilets, desks, doorknobs and handles, light switches, handrails, water dispensers)

6 Provide disposable drinking cups so workers will not need to bring personal reusable bottles or cups into work areas