Department of Transportation & Public Facilities

Insert Building or Section Name here before printing

Conference Room Use

By recommendation of State Health Alerts, Workplace Policy, and DOT&PF COVID-19 Operating Plan, employees are advised to promote public health and fight COVID-19 by following public health guidance.

**Maximum Occupancy: Insert # here**

**All users are required to**

* **Observe** maximum occupancy
* Prior to use, **clean & disinfect** commonly-touched surfaces such as doorknobs, light switches, tabletops & chair handles/arms
* Increase **ventilation** by opening windows/doors if possible
* Non-employee attendees must **sign-in/out** at front desk
* Provide **hand sanitizer** at door to clean hands
* Wear a **cloth face covering** if unable to keep 6 feet from others while in this room, halls, other common areas and offices
* Use **noncontact** methods of greeting
* **Cover** coughs and sneeze into sleeve or elbow--not hand
* **Limit** food-sharing and clean up kitchen
* After use, **re-clean & -disinfect** all commonly-touched surfaces for the next user
* **Close & re-lock** windows/doors

State Health Alerts at coronavirus.alaska.gov

DOT&PF COVID-19 Operating Plan at [web.dot.state.ak.us/comm/covid-office-operating-plan.shtml](https://web.dot.state.ak.us/comm/covid-office-operating-plan.shtml)