

OFFICES/PROFESSIONAL SERVICES

This includes offices not otherwise mentioned in this booklet, such as nonprofit agencies, law firms, accounting firms, consulting firms and other offices that interact with the public.

AVERAGE LEVEL OF CUSTOMER INTERACTION



Work requires some contact with others.

EMPLOYEE + CUSTOMER PROTECTION



- Masks should be used for employees working in close proximity to other employees or customers/clients.
- Employees who are sick should not come to work. Customers/clients who are sick should not be permitted in the building.



- Allow employees to work remotely if possible.
- Hold large meetings via teleconference.
- Limit number of individuals in the building and use social distancing.
- Encourage clients/customers to connect via phone call or video conference.



- Hand sanitizing stations should be available to customers and employees.
- Any equipment used should be cleaned and disinfected after each use.
- Bathrooms should be sanitized after use.
- Sanitize any high-traffic areas, such as doorknobs, counters, etc.
- Do not use another employee's phone, keyboard, computer, etc.
- Sanitize keyboards, screens, phone, etc. daily.



- Point of sale equipment (if applicable) should be frequently cleaned and sanitized.
- Limit cash handling. Encourage use of credit/debit cards, Venmo, PayPal, etc.
- Pens should be sanitized after use by client/customer.

MORE OFFICE RESOURCES

[American Institute of Certified Public Accountants](#)

[Illinois State Bar Association](#)

[National Council of Nonprofits](#)