

Working in a public-facing situation

Guidance from Alaska Dept. Health and Social Service

- **State offices will remain open to the public**
- **To protect the public and employees, please use the following strategies**
 - Avoid Crowding
 - Use booking and scheduling to stagger customer flow
 - Promote online transactions
 - Limit the number of people in the lobby
 - Post Signage
 - Promoting online and mail-in services
 - All sick members of the public are requested to utilize alternative means or wait until they are better
 - Practice active spacing in line, and that you are limiting the number of waiting people in your lobbies
 - Post signs asking folks to social distance
 - Please clean your hands at the door
 - Social Media
 - Promoting online and mail-in services
 - Personnel should be instructed to stay home if they are sick until complete resolution of their symptoms, or at least 24 hours after resolution of their fever, whichever is longer
 - Arrange to have hand sanitizer available as appropriate
- **Internal offices**
 - Postpone office parties, potlucks, and large face-to-face meetings