

OUR GUIDE FOR BUSINESSES GETTING BACK TO BUSINESS



**CLEAN &
SANITIZE**



**SOCIAL
DISTANCING**



**PERSONAL PROTECTIVE
EQUIPMENT (PPE)**



NEED MORE INFO OR HAVE QUESTIONS?

800.609.5707

info@officeuniverse.com



**FUELED
BY**



A MESSAGE FROM OUR PRESIDENT & CEO



Is this the new “Normal”?

All of us at Office Universe (OU) hope you, your families and your co-workers are safe and healthy. Change seems to be in the air as everyone is talking about how best to approach the “RE-START” process.

We understand that OU has the responsibility of ensuring that the health and safety of our employees and customers is not compromised. As a result, we have implemented internal policies and precautions to provide a safe work environment within our offices and yours.

Some of the steps we have instituted include:

- **Taking temperatures of all employees, prior to them entering the office.**
- **Providing disposable gloves, face masks, and hand sanitizers to each employee in the office and those making deliveries.**
- **Around the clock cleaning and sanitizing of work areas, break areas, warehouse equipment and delivery vehicles.**
- **Socially distancing employees from one another within their departments, while allowing those to telework from home if possible.**
- **Installing touch free hand sanitizer, soap, towel, napkin, and utensil dispensers in the office.**
- **Posting signage around the office to promote clean hygiene.**

Please let us know what opening product needs you may have, and if we can assist you in any other way we have outlined in the pages that follow.

WE WILL GET THROUGH THIS TOGETHER



David Henchel
President & CEO



THE OFFICE BREAKROOM MATTERS EVEN MORE TODAY

Breakrooms limit your exposure to harmful elements outside of the office making them beneficial to your health. The equipment in your breakroom is safe; you only need them to be cleaned, sanitized and have the filters replaced. We recommend ongoing cleaning of your equipment, similar to the cleaning in other parts of the office like countertops and door knobs.

SIGN UP FOR OUR **EQUIPMENT SANITATION & RESTART PROGRAM**

We have consulted with numerous manufacturers to provide this protocol based on their guidance and industry standards. They recommend that we fully sanitize and re-start your coffee brewers, water coolers, ice makers and other breakroom equipment.

\$129.99 *
PER
MACHINE

* Additional fees may apply.
Multiple equipment discounts available

Rest Assured, this machine has been
professionally cleaned & sanitized by



Date / /

800.284.CORP service.corpcofe.com

Every piece of equipment we clean
and sanitize will receive this decal
for your safety.

CLEAN & SANITIZE

Thoroughly wipe down and
clean all parts, inside and out
with EPA sanitizing cleansers.

- Facade
- Touch Screen
- Drip Tray
- Hoppers
- Brewer Mechanism
- Waste Basket
- Discard expired product

RESTART

Run tests and calibrate all
functions to ensure optimal
equipment performance.

- Cycle Test
- Run Diagnostics
- Replace Filter *
- Check Error Messages
- Review Water Tank Levels



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PRACTICE SOCIAL DISTANCING IN THE OFFICE

Roughly 75% of employees say that they are somewhat or very concerned about illness spreading in their workplace. We can provide signage to display in your office for social distancing and hand washing procedures.

AWARENESS SIGNAGE AND FLOOR DECALS

Wall Signage

Increase awareness, and protect employees and clients from COVID-19 and other virus exposures with signage and floor decals.

Bold, eye-catching signage will promote clean hygiene around the workplace, while floor decals ensure that safe distances are being followed.

Choose from stock designs or customize your own.



Wash Hands Thoroughly



Social Distancing



Breakroom Notices



CDC COVID-19 Info-poster

Floor Decals



Keep 6ft Away



Stop Here



United We Stand



Custom

SAFETY BARRIERS FOR

- Countertops
- Reception Area
- Cubicles
- Sneeze Guard

HELPFUL TIP

Implement staggered shifts and breaktimes to reduce crowding amid social distancing measures.



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PERSONAL PROTECTIVE EQUIPMENT (PPE)

Keep yourself and your employees healthy and safe.
We can help your business persevere through these challenging times.

**CALL US
FOR A
QUOTE!**

- Face Shields
- KN95 Face Masks
- No Touch Thermometers
- Disposable Gloves
- 3ply Surgical Masks
- Finger Cots



INSTANT HAND SANITIZERS

- Hand Sanitizers
- Touch Free Dispensers



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