



**officebasics**  
workplace solutions delivered



# COVID-19 Workplace Reopening Guide



OfficeBasics.com / (800) 541-5855



# Do you have a wellness plan in place?

Providing a healthy and safe work environment is key to assuring your employees wellbeing is not compromised. Take a moment to review the questions below and schedule a consultation with Office Basics, so that we can help you implement best practices that help protect your employees and your bottom line.

Have you created a cleaning schedule for your workplace? How about a deep cleansing to remove viruses and bacteria? We can help by providing non-toxic, eco-friendly products that meets the requirements for Covid-19.



Have you made a checklist of essential products you will need to keep readily available to ensure the safety and wellbeing of your employees?

- |   |  |
|---|--|
| <input type="checkbox"/> Gloves           | <input type="checkbox"/> Thermometers                |
| <input type="checkbox"/> Masks            | <input type="checkbox"/> Hands-Free Hygiene Stations |
| <input type="checkbox"/> Sanitizer        | <input type="checkbox"/> Air Purifiers               |
| <input type="checkbox"/> Goggles          | <input type="checkbox"/> Touchless Restroom Product  |
| <input type="checkbox"/> Face Shields     | <input type="checkbox"/> Covid-19 Posters            |
| <input type="checkbox"/> Disposable Gowns |  |

Contact [solutions@officebasics.com](mailto:solutions@officebasics.com) to schedule a consultation today.

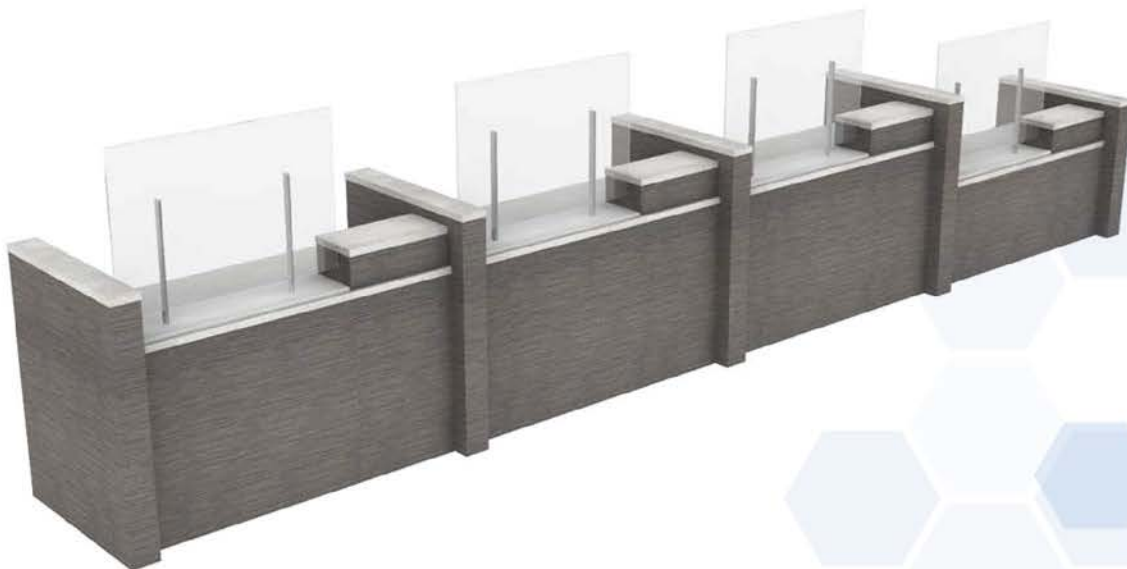
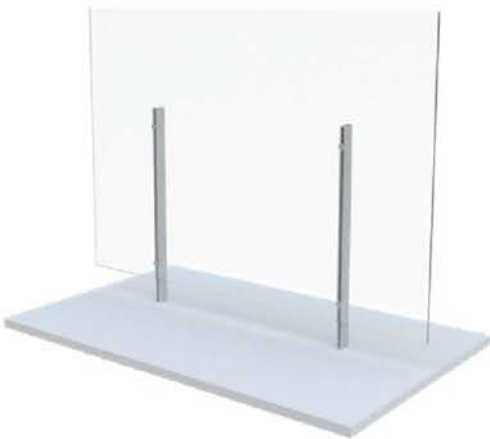
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Do your remote workers have access to supplies that are needed to complete work assignments? We can set up protocols that allow your employees to order these products and have them delivered to their residence next day.



Have you thought about repositioning furniture, breakroom and meeting areas to adhere to state and government guidelines for social distancing?

- Materials that are easy to clean with bleach cleanable solutions
- Consultation Booths and Wellness Dividers
- Antibacterial, antimicrobial and non-porous work surfaces
- Workstations positioned to accommodate social distancing in the office
- Guest areas that offer sanitizer and masks





Subject: **Welcome Back**

Dear Valued Employee:

We are happy to announce that we will be opening the office on xx-xx-xxxx.

For the employees that have elected to come back to work in our office and facilities we wanted to let you know about the following initiatives that have been implemented.

The office has been deep cleaned, disinfected and sanitized.

Daily cleaning protocols will take place throughout the day in high traffic areas with eco-friendly products.

We have signs that limit occupancy in gathering areas, such as the breakroom and conference rooms. Look for 6 foot decals and new traffic flows through out the office.

Sanitizing and hand washing stations will be placed throughout the facility to stop the spread of germs.

We have installed air purifiers to circulate and keep the air clean.

A temperature kiosk will be used for employees and visitors.

Touch-less products have been installed in restrooms and breakrooms.

The office has been reconfigured using social distancing guidelines. Wellness screens have been installed where applicable.

At your desk you will find a reusable, washable face mask, sanitizer, cleaning wipes, disposable gloves and a key tool.

We hope the steps we have taken will make you feel safe as our employees begin to migrate back into the workforce and come to terms with the new normal.

Sincerely,

John Doe  
ABC Company

President



# Dispenser placement recommendations

As you continue to operate during the COVID-19 outbreak, reinforce proper hand hygiene through optimal hand hygiene dispenser placement. Make sure to place hygiene equipment in easily visible and accessible areas where there's a natural flow of traffic. Employees and visitors should not have to go out of their way to access those dispensers. While we understand that every facility is unique, here are some guiding principles for areas in your facility.

## Customer Facing Areas

- 1 Napkins
- 2 Sanitizer
- 3 Facial tissue
- 4 Waste bins



## Restrooms

- 1 Toilet paper
- 2 Hand towels
- 3 Soap
- 4 Waste bins
- 5 Toilet seat cover
- 6 Sanitizer
- 7 Facial tissue



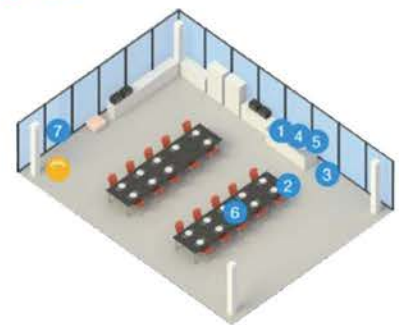
## Conference rooms

- 1 Hand sanitizer
- 2 Napkins
- 3 Facial tissue
- 4 Wiping and cleaning
- 5 Waste bins



## Breakrooms and kitchenettes

- 1 Soap
- 2 Sanitizer
- 3 Waste bins
- 4 Hand towels



## Office areas

- 1 Sanitizer
- 2 Waste bins
- 3 Facial tissue
- 4 Wiping and cleaning
- 5 Napkins



# What You Can Control



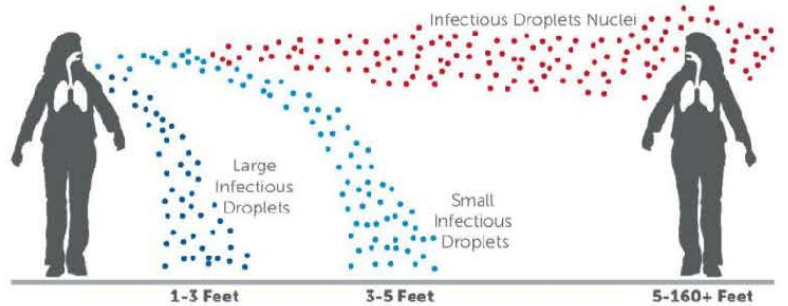
What You Can Control: Learning how to wash your hands properly and doing so. Wiping down surfaces according to the proper directions from the manufacturers.

# What You Can't Control

Without AeraMax Professional Air Purifiers with true HEPA filtration



Air Impurities Can Travel Great Distances



Virus Transmission in Indoor Air - Steven Welly CATS,IE, LEED AP



Indoor Air Quality can be 2-5 times dirtier than outdoor air. Americans spend 90% of our time indoors, breathing in that dirtier air.

Protect your office environment with AeraMax Pro Commercial Wall-Hung Air Purifiers with PureView Technology.

**AERA MAX**  
PROFESSIONAL





# Stop the Spread of Germs

Use these products to help in the fight against Covid 19



**\$11.50 EA**  
Energizer Industrial  
C Batteries, 12/Box  
EVEEN93



**\$165.00 EA**  
Boardroom Hand Sanitizer  
4 Gallons/CT,  
BRDSANITIZER4GAL



**\$74.22 EA**  
Alpine Hands  
Automatic Free Liquid/Gel  
Sanitizer/Soap Dispenser  
ALP430LT



**\$245.20 EA**  
Alpine Hands Automatic Free  
Liquid/Gel Sanitizer/Soap  
Dispenser with Stand  
ALP430LS



**\$157.00 EA**  
Alpha Chemical Food  
Grade Hand Sanitizer,  
4 Gallons/CT, 1 Hand Pump/CT  
ACSRSCOV1941

**\$37.20EA**  
WaterHog Bi-Level  
Constructed Heavy Duty Mat,  
2'x3', Navy Blue, Cleated  
MAM2082X3161CLT

**\$37.20EA**  
WaterHog Bi-Level  
Constructed Heavy Duty Mat,  
2'x3', Navy Blue, Smooth  
MAM2082X3161SMT



Items are 5-7 day delivery. High demand requires payment through Credit Card or ACH Payment.



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workplace solutions delivered



**\$61.62 CT**

NCL All Purpose  
Disinfectant Cleaner,  
4 Gallons/CT  
NCL O25529



**\$62.15 CT**

NCL Neutral-Q  
Disinfectant Cleaner,  
4 Gallons/CT  
NCL O24829



**\$48.71 CT**

NCL Lemon-Quat  
Disinfectant Cleaner,  
4 Gallons/CT  
NCL O23529



**\$53.56 CT**

NCL Avistat-D Spray  
Disinfectant Cleaner,  
32 oz, 12 Bottles/CT  
NCL O25236



**\$54.38 CT**

NCL Germi-Kleen  
Non-Acid Bowl &  
Bathroom Cleaner,  
32 oz, 12 Bottles/CT  
NCL 170645

**The following disinfectants have demonstrated effectiveness against those viruses similar to the 2019 Coronavirus-Wuhan on hard and non-porous surfaces. Thus, we believe these products to be effective and appropriate to use against the Covid19.**



**\$19.99 EA**

Mighty Wipe  
Disposable Wipes,  
12 x 17, 180/CT  
BWCMW60DB1



**\$175.00 CT**

Peroxy HDox  
Disinfectant Cleaner,  
4 Gallons/CT  
HDX 1850G1



**\$54.95 EA**

Peroxy HDox  
Mobile Dispenser  
HDX1760HES



**\$155.00 EA**

Peroxy HDox  
Dual Dispenser  
HDXPXB1F



**\$6.00 EA**

HDOx Red  
Spray Bottle  
HDX 1760R



**\$6.00 EA**

HDOx Green  
Spray Bottle  
HDX 1760G

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# STOP the Spread of Germs.

## Order a Portable Handwashing Sink Today!

For indoor and outdoor events and locations, when hand-washing is a must! Shipped fully assembled, complete with removable fresh and waste water tanks, 12 foot cord, standard wall plug and city water and drain hookups.

- Nationwide Shipping available
- Delivers in 10-12 Days
- 1 year Warranty
- Non-Returnable



### HOT WATER MOBILE SINK

Item # PHS-5

**\$2350.00** (plus freight)

Also includes a hands free electrical pump-saver foot switch to eliminate pump burn out, allowing the operator to use the foot pedal to turn the faucet on/off.

### COLD WATER MOBILE SINK

Item # PHS-5C

**\$1400.00** (plus freight)

Also includes a hands free mechanical foot pump, for safer washing



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# goCharge **UV-C SANITIZING** Charging Stations

**NEW**

## UV-C STERILIZING & CHARGING LOCKERS

Ultraviolet Light Modules Kill 99% of Germs and Bacteria  
Safety Mechanism Protects User From Direct Exposure to UVC Rapidly  
8 Secure Lockers to Charge and Sanitize Phones, Tablets and iPads



26" H x 16" W x 10" D



\*Digital Screen pre-installed software is a simple drag-and-drop application that allows any user to remotely create, schedule and manage dynamic content for stations at one or many

Limited Inventory. Order Now.

FREE CUSTOM BRANDING AVAILABLE. SHIPPING ADDITIONAL.

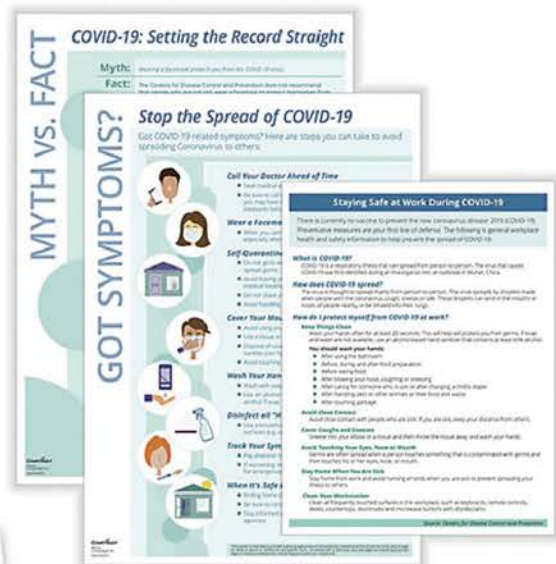


Call us today at 800-541-5855, or email [solutions@officebasics.com](mailto:solutions@officebasics.com)

# Be Prepared with Accurate Covid-19 Information

## COVID-19 PREP POSTER BUNDLE \$46.43/BD COVN90090

- **Stop COVID-19 Transmission Poster**, Size: 10"x14", Laminated: For durability and easy clean-up
- **Fact & Myth Poster**, Size: 10"x14", Laminated: For durability and easy clean-up
- **COVID-19 Prevention & Stress Mgmt Pk/25**, Size: 8.5"x 11", Full-color: 2-sided information sheet, Printed on heavy stock: For frequent use and referencing



**SHOP NOW** 



**SHOP NOW** 

## COVID-19 POSTER FAMILIES 1ST RESPONSE ACT \$14.65/EA COVE3266

- Comply with federal posting requirements in the new Families First Act
- Summarizes the new emergency paid sick leave law that remains in effect until December 31, 2020
- Automatically included in new and existing Federal Labor Law, Size: 11" x 17" Poster



# Make Your Employees Feel Safe!



## ANTIMICROBIAL MOUSE PAD

- Size: 1/8" thick x 7 1/2" x 8"
- Antimicrobial surface
- Soft surface for comfort and superior mousing
- Brilliant imprint permanently dyed into pad, won't crack or peel
- High res artwork required for imprint
- Ships in 2 weeks
- 100 piece minimum

**\$3.65 EA** (freight included)

## WASHABLE & REUSABLE CLOTH MASK FOR EVERYDAY USE

- Outside Material : 75 % Viscose Rayon, 25% Nylon, 5% Spandex. Inside Material: 100% Cotton
- Neoprene One size fits all.
- With stretchy adjustable ear loops for comfortable fitting and preventing leaving a trace on your face after taking off
- Easy to wear and take off.
- Each mask is packaged and sealed.
- Optional 2" x 2" Full Color Custom Label on the packaging for retail sales or giveaways
- 50 piece minimum. 7 day production
- Available in black or grey

**\$6.50 EA** (freight additional)



## SAFETY, TOUCH FREE, MULTI TOOL

- Allows for touch-free contact with doors and surfaces. Avoid Direct Contact with Contaminated Surfaces like Door Handles, ATM & Credit Card Keypads, Elevator Buttons, Public Touchscreens, and more. Discreet size fits in pockets or can easily be added to key rings and key chains
- Colors: Brass, Copper, Nickel, Black
- Size: 2.75 " x 1.18 " x .2 "
- 500 piece minimum
- Ships in 2 weeks

**\$3.52 EA**

(Includes shipping)

\$40.00 set up charge for engraving



## CUSTOM 3.4 OZ HAND SANITIZER

- 62% ethyl alcohol with Vitamin E
- 3.4 ounces
- Minimum order 250 pieces
- Ships in 30 days

**\$2.50 EA** (includes full color label & freight)





## Medical Face Shields

Cut-to-size, ready to install



### Thin-Gauge, Clear Polycarbonate

Given the challenges we're now facing and precautions we're taking on a daily basis, we are able to provide protective face shields to address current demands. The completed face shields are fully assembled and ready to use once the protective film is removed. These shields are being used in any face to face situation such as in medical facilities from office personnel to those in direct contact with patients, rehabilitation facilities, retail stores, research laboratories, and grocery checkout areas. The clear shield area is made of either Polycarbonate or PETG.



Standard Product Specifications	
Standard Sheet Size	48 x 96 inches
Common Face Shield Size	11 x 18 inches
Gauge	.030 inches
Colors	Clear

#### Features & benefits

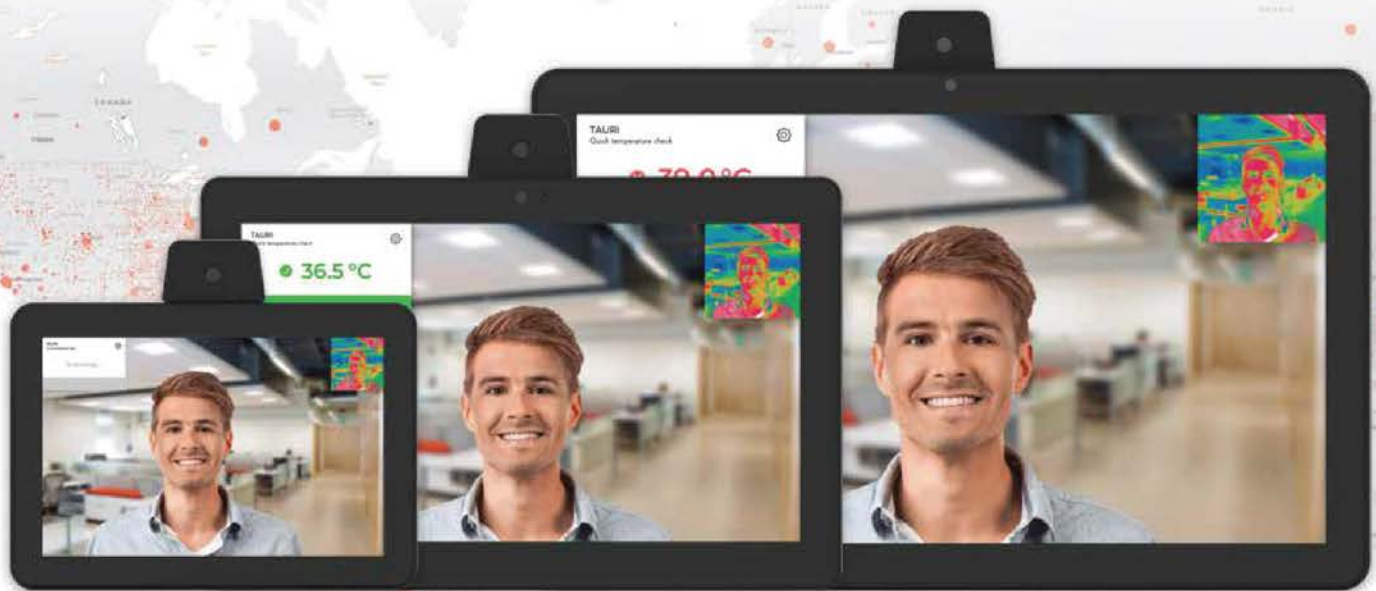
- Ready to install
- Film is on the outside for protection until it is ready to be used
- Rapid turnaround
- Material is easy to clean
- Face shields can be sanitized and reused
- Material will not shatter
- Excellent light transmission means superior visibility

**\$1240**

Completed Face Shield  
Sleeved - 100/BX  
TPIZPE7338001

# **Tauri Series Temperature-Check Tablets**

**1 second scan from 3ft with +/- 0.5°C accuracy**



**TTS-10**  
10.1" panel  
**\$2206**

**TTS-15**  
15.6" panel  
**\$2466**

**TTS-21**  
21.5" panel  
**\$2726**

**Add an extra layer of protection to your facility and help protect your most valuable assets – your human assets.**



**Medical**



**Education**



**Corporate**

**Get a quote today! Contact Office Basics at 800-541-5855  
or email [solutions@officebasics.com](mailto:solutions@officebasics.com)**



# Stay Safe with Social Distancing Decals

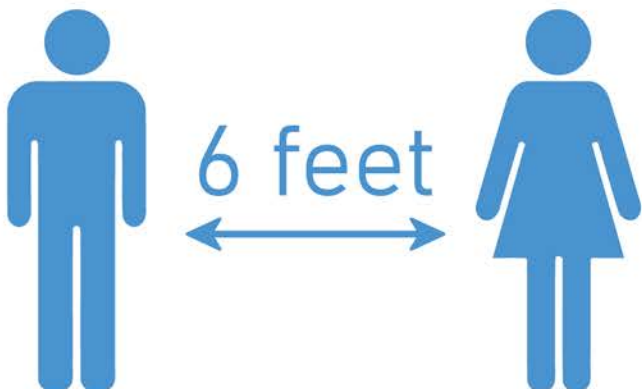


**NEW!**

## STAY SAFE FLOOR DECAL

Keep everyone 6' apart with social distancing floor decals. Stay safe, stay 6' apart! Can be used on low pile, dense carpet. Vinyl, 12"

COV6FTDECAL **\$3.99 EA**



**NEW!**

## ONE WAY STAY SAFE FLOOR DECAL

Keep everyone 6' apart and moving in the same direction with social distancing floor decals. Stay safe, stay 6' apart! Can be used on low pile, dense carpet.

Vinyl, 22" x 7"

COVONEWAY **\$4.99 EA**



**NEW!**



## TAKE 20! WASH YOUR HANDS STICKERS

Use these handy stickers as a reminder for all to take 20 seconds to thoroughly wash your hands. Vinyl, 8" x 4"

COVWASHHANDS **\$1.99 EA**



# Safety Barrier & Protect Against the Spread of Germs

Protect employees and customers from COVID-19 and other virus exposures by providing a barrier for those who work with the public or near others. Our mounting countertop and hanging barriers provide durable, clear protection for frontline employees who are exposed daily to the public.

- Provides added protection from respiratory droplets for both customer and employee.
- Available in acrylic and polycarbonate material for clarity and durability
- Stock Items available or request quote for custom design



## MOUNTING SAFETY BARRIER

- Mounts to cash registers, desks or countertops
- Designs include versions with and without pass-through window



## COUNTERTOP SAFETY BARRIER

- Freestanding, easy to move and reposition in a variety of countertop settings
- Designs include versions with and without pass-through window



## HANGING SAFETY BARRIER

- Lightweight and easy to hang, each frame includes hardware





Privacy Screens

# Workplace Distancing



Mobile Dividers



Stackers



Call us at 800-541-5855 or email [solutions@officebasics.com](mailto:solutions@officebasics.com)

# ProTalk<sup>®</sup> Business Two-Way Radios

## Custom Two-Way Radio Kits for Essential Warehouse Workers



As an essential service, your staff needs to be kept safe while still remaining productive and efficient. KENWOOD ProTalk radios provide a cost effective and reliable solution for clear communications while providing safe distancing for your employees. These kits provide six (6) complete radio kits, customized for warehouse workers, and available for immediate delivery from your Authorized KENWOOD Dealer.



# KENWOOD

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