Best Practices
for the Workplace

It is very important to follow these best practices when
on campus or in the office or workplace.

Before You Arrive on Campus

1. Get vaccinated if you have not done so already.
2. Do not come to work if you are sick or experiencing symptoms of COVID-19. Make sure to self-isolate and inform your supervisor/department chair.
3. Complete Trojan check prior to coming on campus each day.

When You Are on Campus

1. Wear your mask:
   a. Indoors
   b. On public transportation
   c. Outdoors whenever you are in a crowded area (regardless of vaccine status)
2. Wash your hands regularly, especially if you've used items in common spaces.
3. Keep your distance if you can.
4. Avoid congregating in elevators, hallways, or bathrooms.

When You Are in the Office or Workplace

1. Always wear a mask at your desk or cubicle.
2. You need not wear a mask if you are alone in an isolated office.
3. If you are using a shared workspace or common area, clean and disinfect all surfaces before and after each use.
4. Conduct meetings online or hybrid whenever possible.
5. Do not participate in group eating and drinking of any sort.
6. Keep a tidy and clean workspace.

Visit the COVID-19 Resource Center for related information and important safety videos.

Questions? Contact EHS@usc.edu, covid19@usc.edu, or the COVID-19 hotline 213-740-6291.