

# SOCIAL DISTANCING GUIDELINES AT WORK



## 1

Avoid in-person meetings. Use online conferencing, email or the phone when possible, even when people are in the same building.



## 2

Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least three feet from each other; avoid shaking hands.



## 3

Eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.



## 4

Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize. Keep six feet apart when possible.



## 5

Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).



## 6

Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.



## 7

Limit recreational or other leisure classes, meetings, activities, etc., where close contact with others is likely.



Feedback

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