

Social Distancing Requirements at Work



1

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



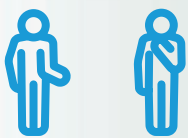
2

Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least six 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

Face coverings are expected to be worn in common / high traffic areas and strongly encouraged elsewhere in the facility even when keeping 6' between yourself and others.



7

Work areas should be coordinated or arranged to ensure 6' between employees. If this is impractical a wall or partition should separate employees.