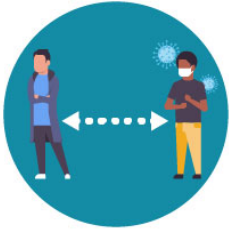


Social Distancing in the Workplace

Coronavirus can be spread by respiratory droplets from coughs or sneezes. Contact with these droplets or with surfaces that these droplets are on during the time when the virus is viable can spread the virus. Social Distancing and good hygiene practices are keys to limiting the community spread of the coronavirus that causes COVID-19. Anyone with symptoms should stay home except to seek medical care.

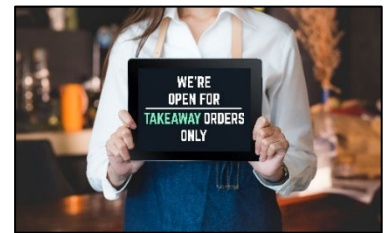
Understanding the basic steps to take will make everyone in the workplace a little safer.



- Maintain appropriate 6ft physical/social distance from others.
- Avoid direct contact with other individuals where the disease could be transmitted.
 - ↳ Eliminate handshaking, hugs, and high-5's for the time being.
- Avoid social gatherings or face-to-face meetings with coworkers where possible.
- Keep any group to less than 10 people. Remote conferencing is the new normal in this environment. Social distancing might be better termed “physical distancing.”

Implementing Physical Distancing while Getting Essential Work Done

- Consider limiting the number of people allowed in specific locations at any one time.
- Limit the number of people by dividing the workers into shifts when applicable.
- Placing employees on alternating days of the week to limit the total number of workers on-site at a time.
- Implementing an “encounter log” system has been effective for some employers. Requiring workers to record the number of contacts made with other employees during a day will raise awareness and often lead to fewer encounters over time. It may also allow better tracking of who an infected person came into contact with, should that be necessary.



Talk the Talk and Walk the Walk

- Most employers know the basics of physical distancing but following through with this knowledge and implementing rigid controls is necessary to be successful.
- Increased communication with all employees is important during this unprecedented time.
- Combine these ideas with universally accepted hygiene practices for all workers including hand washing and appropriate PPE.

