



PDF: Social Distancing Guidelines at Work

March 5, 2020

SOCIAL DISTANCING GUIDELINES AT WORK

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|  | 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. |



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