

## Social Distancing in the Workplace

Establish policies and practices for social distancing:

- Remind employees about the basics of social distancing.
  - Employees experiencing symptoms, or that have been exposed to someone with the virus should stay home. Consult CDC guidelines to determine proper isolation time (14 days after the onset of symptoms or after coming into contact with an infected individual) and inform your supervisor accordingly.
  - Remember that some people without symptoms may be able to spread the virus.
  - Stay at least 6 feet (about 2 arms' length) from other people and wear a mask whenever this is not possible.
  - Do not gather in groups.
  - Stay out of crowded places and avoid mass gatherings.
  - Keeping distance from others is especially important for those at higher risk of getting very sick.
- Prohibit handshaking, hugs, and fist bumps.
- Encourage the use of outdoor seating areas and social distancing for any small group activities such as lunches, breaks and meetings.

Prior to re-occupancy of workplace buildings, perform a detailed review of the configuration of your workspace:

- Consider eliminating reception seating areas and requesting that guests phone ahead or install a plastic partition at the reception area.
- Review floor plans and remove or reconfigure seats, furniture and workstations as needed to preserve recommended physical distancing in accordance with guidelines
- Reconfigure workstations so that employees do not face each other, or establish partitions if facing each other cannot be avoided.
- Use methods to physically separate employees in all areas of the facilities including work areas and other areas such as meeting rooms, break rooms, parking lots, entrance and exit areas, and locker rooms.
  - Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
  - Replace high-touch communal items, such as coffee pots, water coolers, and bulk snacks, with alternatives such as pre-packaged, single-serving items.

Meetings and Conference Rooms:

- Hold meetings virtually whenever possible.
- If essential, consider limiting in-person meetings to 10 or fewer people.
  - Lingering and socializing before and after meetings should be discouraged.
- Conference rooms that are used should be disinfected on a daily basis at minimum.
  - Disinfectant wipes or spray should be left in each conference room and employees should be encouraged to wipe down all surfaces and equipment (e.g. mouse, keyboard, phone) touched during conference room meetings.

[CDC info on social distancing](#)

[CDC info on individuals at higher risk of severe illness from COVID-19](#)