

# Social Distancing Practices

## What is Social Distancing?

Social Distancing means minimizing exposure to infected individuals by avoiding large gatherings, adhering to spacing requirements in the workplace, and following proper personal hygiene practices. According to the Centers for Disease Control (CDC), OSHA, and the Department of Labor, social distancing will aid in reducing the potential risk of spreading Coronavirus (COVID-19). Information set forth below provides guidance on social distancing practices:

- Encourage sick employees to stay home.
- Wash your hands with soap and water or sanitizer (if soap and water are not available).
- Wash your hands for at least 20 seconds.
- Keep your hands away from your face (e.g., nose, mouth and eyes).
- Cover coughs and sneezes with a tissue or cough into upper sleeves if tissues are not available. If using tissue, immediately dispose of the used tissue and do not reuse.
- Avoid shaking hands or other unnecessary contact – always wash hands after having contact with others.
- Do not use other employee's phones, desks, office or other work tools/equipment.
- If a crowded setting is absolutely necessary (meetings), keep them as short as possible and in an open and well ventilated space. Try to keep meetings on the web (e.g. Skype) and communication through email.
- Consider spacing requirements. Spacing out employee desks will contribute to a reduction in person-to-person contact.
- Always wash your hands after exposure to frequently-used areas (e.g., bathroom, canteens, mailrooms, cabinets, supply drawers).

## Taking Public Transit?

Commuting by public transit during off-peak hours and spreading out commute times by a small amount can help reduce transmission risk from overcrowded trains, subways and buses. Here are some additional tips:

- Avoid surfaces.
- Avoid touching poles, handles and stairway bannisters. The COVID-19 virus has the ability to survive on hard surfaces for up to three days. You can wear gloves to create a barrier but should remove them as soon as you are indoors.
- Stay 6 feet away from people or as much as possible.
- Don't mix "outside" and "inside" clothes.
- When you get home, change your clothes and shoes and wash them as soon as possible.

## Workplace Tips

While working inside the office, these tips are recommended:

- Routinely clean, stagger work shifts, remain open with communication about symptoms, adhere to social distancing by avoiding mass gatherings, and maintaining distance (approx. 6 feet) from others when possible.
- Increase ventilation in work space.
- Use Personal Protective Equipment for field workers (gloves, coveralls, and eye protection).

- Avoid fist bumps and other close human contact or touching.