

SOCIAL DISTANCING GUIDELINES AT WORK



1

Use online conferencing, email or the phone when possible to reduce in-person meetings



2

In-person meetings should be held in a large meeting room where people can sit at least six feet from each other; avoid shaking hands.



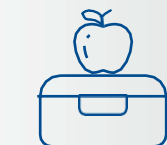
3

Avoid 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 small areas where social distancing is limited.



5

Bring lunch and eat at your desk or outdoors to avoid crowded lunchrooms and restaurants.



6

Avoid crowding on public transportation by commuting early or late to avoid rush-hour.



7

Limit recreational or other leisure classes, meetings, activities, etc., where social distancing is not possible.