

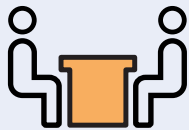
Social Distancing Guidelines at Work

1



Avoid in-person meetings. Use online conferencing, email or the phone when possible, even when people are in the same building.

2



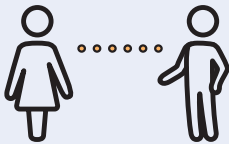
Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least six feet from each other; avoid shaking hands.

3



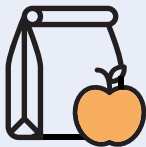
Eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.

4



Do not congregate in work rooms, break areas, copier rooms or other areas where people socialize. Keep six feet apart when possible. If possible, avoid use of elevators, or wait till the car is empty.

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.