

## 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** and 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.

