



Social Distancing

Social distancing refers to strategies to reduce the spread of the virus between people. For example, postponing conferences, conducting meetings over the phone or working from home.

Social distancing strategies may include:

- Avoid meeting people face to face – use the telephone, video conferencing and the Internet to conduct business as much as possible even when participants are in the same building.
- Avoid any unnecessary travel and cancel or postpone non-essential meetings, gatherings, workshops, and training sessions.
- Educate employees and practice social distancing within the workplace.
- Where operationally allowed, shift changes should be managed as follows: when one shift goes off duty, there should be an interval before the next shift begins so that the worksite can be thoroughly ventilated and cleaned (either opening all doors and windows or turning up air conditioning/heating systems).
- If possible, arrange for employees to work from home or work flex hours to avoid crowding at the workplace.
- If public transportation is used, ensure good ventilation within the vehicle, wash hands often, and ensure that everyone covers coughs and sneezes.
- Bring lunch and eat at desk or away from others (avoid crowded eating areas). Introduce staggered lunchtimes to reduce the numbers of people in the lunchroom.
- Minimize face-to-face interactions.
- If face-to-face meetings are unavoidable, minimize the meeting time. Choose a large, well ventilated meeting room, and do not sit close to each other if possible; avoid shaking hands or hugging.
- Set up systems where customers can pre-order/request information via phone, email, or fax, and have order or information ready for pick-up or delivery.
- Encourage employees to practice social distancing outside of the workplace.