

Social Distancing in the Office

Social distancing is a public health safety intervention used to reduce the likelihood of transmitting communicable disease. Social distancing involves minimizing exposure to infected individuals by avoiding large public gathering venues, adhering to spacing requirements in the workplace, and following proper personal hygiene practices.

The goal of this social distancing protocol is to limit exposure to infectious bacteria and viruses during a communicable disease outbreak. The following strategies may be useful in conducting social distancing:

- Stay home when you are sick, except to get medical care.
- Adhere to public health hygienic recommendations by washing your hands after touching commonly used items or coming into contact with someone who is sick.
 - Proper hand washing involves scrubbing hands for at least 20 seconds with soap and water. If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
- Avoid touching your face, nose, and mouth and avoid rubbing your eyes with unwashed hands
- Practice proper coughing or sneezing etiquette.
 - Proper coughing or sneezing etiquette involves covering your nose and mouth with a tissue when you cough or sneeze then throw the tissue in the trash. If you do not have a tissue, cough or sneeze into your upper sleeve or elbow, NOT your hands.
- Properly dispose of anything that comes in contact with your mouth such as tissues or plastic eating utensils.
- Clean frequently touched surface and objects daily.
- Avoid coming in contact with individuals displaying symptoms of illness.
- If working in close proximity to other individuals, attempt to keep a distance of approximately six feet from the nearest person while working.
- Handshakes, “high-fives”, or hugs are often exchanged at huddles, in meetings, etc. As a way of decreasing the social pressure to engage in these common behaviors, consider other ways of displaying signs (physical and/or electronic) that discourage these actions during the gathering.
- Please refrain from eating from common food containers and sharing food, i.e. bag of chips.