SOCIAL DISTANCING at Work

1. Complete tasks remotely whenever you get the chance.

2. Eliminate physical meetings. Use video conferencing, phone or email instead.

3. Avoid meetings with clients, conference and in-person trainings. If possible, move these online.

4. Cancel or postpone all business travel.

5. Keep your distance! Avoid handshakes or sharing elevators, and rearrange desks to be six feet apart.

6. Close busy areas like cafeterias. Eat lunch at your desk.

7. Avoid public transportation, if possible. Encourage employees to cycle, walk or drive to work.

8. Limit recreational activities and close any on-site fitness centers.