

Social Distancing Policy

The health and safety of our employees is a top concern for [Company.] As such, [Company] will implement the following procedures, effective immediately, in an effort to reduce the spread of COVID-19.

This policy requires employees to adhere to the guidelines when in contact with coworkers, customers, clients, or anyone else in the workplace.

1. Avoid in-person meetings

When possible, opt for online conferencing, email, or phone calls. Even when employees are in the same building, we want to ensure employees are not congregating in close quarters.

2. Create a distance between yourself and others

When in-person meetings are a necessity, limit the time you spend in such a situation. All in-person interactions should be held in as large of a space as possible to ensure enough distance between each individual. The ideal distance is 3-6 feet apart. Do not shake hands!

3. No travel

Non-essential travel should be immediately postponed. This includes meetings, trainings, or business conducted outside the workplace. If you are not sure what is considered essential or non-essential, please contact your supervisor.

4. Avoid common areas

Conference rooms, kitchens, or rest areas are off limits for lingering or socializing. When these spaces must be utilized, remain 6 feet apart where possible, and limit time congregating in such areas.

5. Bring lunch and eat at your workstation

Employees should be avoiding restaurants and lingering in kitchens or other rest areas.

6. Avoid Public Transportation

Walking, cycling, and driving should be utilized when possible. If you can commute early or late to avoid rush hour, we encourage you to do so. If you have questions on travel times or scheduling, please reach out to your supervisor.

7. Limit your contact with others daily

To maintain a safe environment at the workplace, recreational activities or meetings should be kept to a minimum. Any event involving close contact with others may increase the risk of infection and transmission to others.

If you have any questions about the guidelines above or the measures being taken by Company to promote a self and healthy work environment, please contact your HR Department.