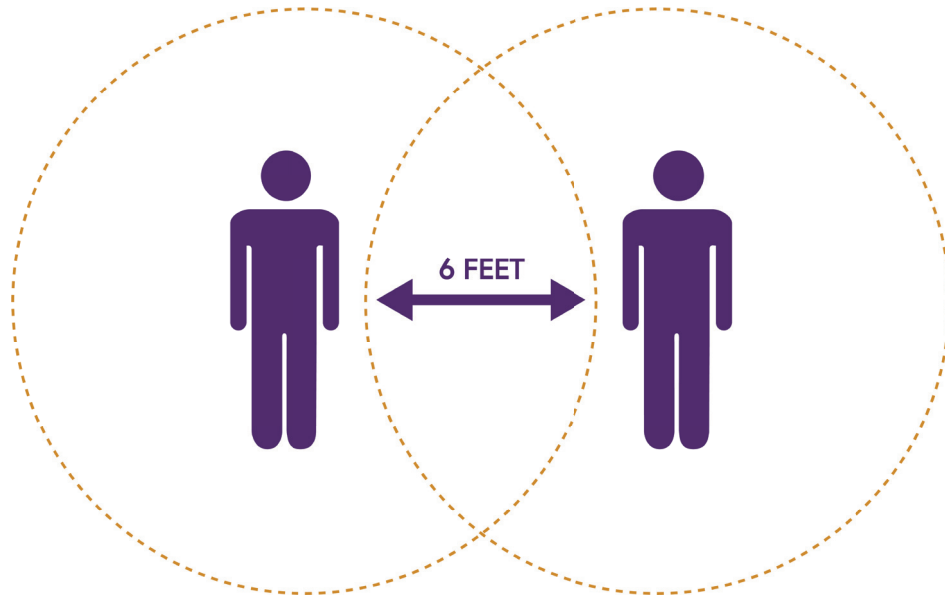


Tips for **Social Distancing** and **Infection Control** at Work



FOLLOW THESE TIPS WHEN AT THE OFFICE:

1. Consider installing physical barriers, such as partitions, and changing workspace layouts to ensure all individuals remains at least six feet apart.
2. Close communal spaces, such as break rooms, if possible or stagger use and clean and disinfect in between uses.
3. Remove magazines and coffee pots from waiting areas.
4. Avoid using other employee's phones, pens, staplers, or other work tools and equipment, when possible. Clean and disinfect them before and after use.
5. Wash your hands for 20 seconds with soap.
6. Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, doorknobs, machinery controls on a regular basis.
7. Replace in-person meetings with video- or teleconference calls whenever possible.
8. Restrict nonessential visitors, volunteers, and activities.
9. Avoid physical contact such as shaking hands and fist/elbow bumps.
10. Maintain a 6 foot distance while walking and standing in lines.
11. Minimize ridesharing. Wear a mask if unavoidable.
12. Wear a face mask or cloth face covering in public.
13. Keep at least 6 feet distance between yourself and others, even when you wear a face mask.

FOR MORE INFORMATION:

Department of Health and Disability Services
601.877.6460