



## Social Distancing

This means making changes in your everyday routines in order to minimize physical contact with others, including:

- avoiding crowded places and non-essential gatherings
- avoiding common greetings, such as handshakes
- limiting contact with people at higher risk (e.g. older adults and those in poor health)
- keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible.

One of the main aims of social distancing is to “flatten the curve”, which means delaying the spread of the virus, so it reaches people more gradually and does not overwhelm the health care system.

## What's the Danger?

Experts say that many people who have COVID-19 may be asymptomatic and could be spreading the virus unknowingly. Social distancing is important for **everyone** to follow even if you are not sick.

The risk of being exposed and/or acquiring the infection is greater if employees/clients interact closely or in high traffic workplaces

Crowding and lines can put employees at increased risk of exposure to respiratory droplets.

Contamination on surfaces touched by employees and customers is one of the main ways that infection spreads.

## Safety Tips

- ✓ Stay home if you sick and exhibit any symptoms. Since there are so many symptoms related to COVID, some more common than others, please stay home if you experience any symptoms of illness.
- ✓ When not at work, stay at home as much as possible.
- ✓ Wash your hands often with soap under warm running water for at least 20 seconds.
- ✓ Hold meetings via video conferencing or phone call (even within the office).
- ✓ Greetings that involve touching, such as handshakes, will not be permitted.
- ✓ Clean and disinfect high touch surfaces regularly (doorknobs, keyboards, phone, and light switches).
- ✓ Use technology to stay socially connected with others.
- ✓ Social distancing at home is equally as important as the workplace. This means not hosting or attending family and friend gatherings. If you choose not to follow social distancing at home and come into contact with the virus you are putting everyone at work at risk.
- ✓ While you may not feel sick, and while we know these measures are an inconvenience, please be mindful of the members of our community who are more vulnerable to COVID-19 than others.



## Demonstrate

Discuss and get input from the group and identify areas where social distancing measures are needed. Discuss controls you will implement such as increasing the distance between desks, tables, and workstations to at least 2 meters. Taping lines on the floor 2 meters apart at a minimum so customers have a guide where to stand.

Implement additional barriers for employee/customer interaction this could include signage, partitions, new procedures for tasks.

Review flexible work hours and/or working alone policy.

## Discussion

How will we use technology to stay connected as a workplace?

What are some barriers that we might come across when we make changes such as (keeping a distance of at least 2 meters? Are there other areas of the business we need to consider additional controls for social distancing? (e.g. Transactions, or shuttle services)

