



# Social Distancing for Employees in the Workplace

Social distancing means deliberately increasing the physical space between you and another person, ideally six feet. This is the most important action we can take to slow the spread of COVID-19, commonly called coronavirus. By staying at least six feet away from others, you dramatically reduce the chance of coming into contact with any virus they may shed through coughing or sneezing.

Some employees in operations-critical positions may be needed to report to the workplace. Ask them to observe the following precautions as recommended by CDC and OSHA.

## Tips for Employees

- Practice six-foot social distancing in every situation possible
- Avoid using public transportation to commute if possible
- Avoid situations at or outside work where more than 10 people are gathered
- Use phone, email or conferencing technology instead of face-to-face interactions
- Postpone travel plans and arrange alternatives such as conferencing
- Do not shake hands
- Wash your hands with soap and water for 20 seconds or apply hand sanitizer immediately after coming in contact with another person
- If wearing gloves, wash your hands immediately after taking them off
- Avoid touching your nose, mouth and eyes
- Cover coughs and sneezes with a tissue or elbow, and immediately wash hands or apply hand sanitizer
- Keep frequently touched areas clean, for example, phones, computers, desktops and other equipment
- Do not use other workers' equipment

## Tips for Supervisors/Managers

- Actively encourage sick employees to stay home
- Send home employees who appear to be sick or become sick during the day
- Do not require a doctor's note to validate need for sick leave or returning to work
- Allow flexibility for employees who have a sick family member to care for
- Ask companies that provide contract or temporary employees to follow your policy

Employers can get information about actions to take in the OSHA publication *Guidance on Preparing Workplaces for COVID-19*.

## Sources:

Coronavirus, Social Distancing and Self Quarantine

Coronavirus Disease 2019 (COVID-19):  
Interim Guidance for Businesses and Employers

OSHA: How to Protect Yourself in the Workplace  
During a Pandemic

