

One method Health Experts and Centers for Disease Control and Prevention (CDC) officials are suggesting to limit a person's risk of exposure — or of spreading the virus, which the CDC says is transmitted through droplets from coughs and sneezes between people who are up to six feet apart from one another — is “social distancing.”

Social distancing policies, such as cancelling high-density gatherings, discouraging handshakes and asking people to increase their distance from each other can effectively delay the spread of an active virus and help health authorities plan resources. Social distancing is a behavioral practice which your facility and all Team Members can implement to lower the risk of viral infection from person to person.

SOCIAL DISTANCING BEHAVIORS IDEAS FOR MANUFACTURING AND OFFICE LOCATIONS.

1. Decreasing social contact in the workplace by limiting close groupings of people during pre-shift, safety, or office meetings.
 - a. Meeting areas should be chosen that allow people to maintain a 3' to 6' spacing.
 - b. The number of people required to attend should be kept to a level that allows for
 - c. optimal spacing.
 - d. Use electronic messaging to relay information where group meetings are not required.
2. Stagger break and lunch times to allow more space for people who are within breakrooms.
3. Evaluate workstations or work cubicles to determine the proximity of other team members. If your workstation is within 3' to 6' of a co-worker, get with your supervisor to determine if the job task or work area be arranged to provide adequate spacing.
4. Be aware of team members, vendors, and visitors in the facility, maintain 6' of distance if they exhibit any signs of not feeling well, and report this to your supervisor.
5. Avoid personal contact with others by avoiding handshakes or close contact during face to face conversations.
6. Reception areas should be modified to allow distance between visitors and facility personnel.
7. If in person meetings are required with outside visitors, create a designated area within the office setting for customers/vendors to meet with sales associates or facility team members.
 - a. Areas should have adequate spacing designed into seating or desk arrangements.
8. Have signage with information on social distancing policies posted in areas where outside vendors or visitors enter the facility or have frequent interaction with facility personnel.
 - a. Being transparent with our policy shows that the safety of everyone is at utmost importance. Include visuals for no handshake and spacing to avoid personal contact.
 - b. Areas for signage- reception areas, customer meeting areas, delivery/receiving areas, UPS and FEDEX delivery/pickup points, and loading areas.
9. UPS and FEDEX delivery pick-up points should be established which allows for minimal contact of personnel. Use protective PPE while moving packages and mandatory handwashing practices.
10. Locker rooms, showers and areas used for shift or clothing change should be evaluated to determine how social distancing can be applied in a practical manner. Once a plan is developed, communicate this to all affected team members.
11. Discourage after work function or activities. Social events and sports activities should be canceled.
12. Consider if work shifts or schedules can be staggered to provide for adequate spacing of people.