

# Social Distancing Guidelines at Work



**1**

Avoid in-person meetings. Use online conferencing, email or the phone when possible, even when people are in the same building.



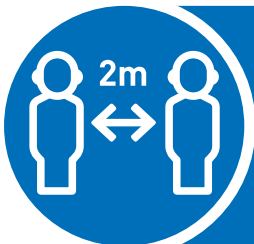
**2**

Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least 1 metre from each other; avoid shaking hands.



**3**

Eliminate unnecessary travel and cancel or postpone non-essential meetings, gatherings, workshops and training sessions.



**4**

Do not congregate in works rooms, rest areas, kitchens, copier rooms or other areas where people socialise. Keep 2 metres apart when possible.



**5**

Bring lunch and eat at your desk or away from others (avoid lunch rooms and crowded restaurants).



**6**

Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.