

(SPACE NAME/LOGO)

# Social Distancing Policy (TEMPLATE)

As you return to work amid the (COVID19) pandemic, [SPACE NAME] wants to assure you of its continued commitment to maintaining a safe and healthy workplace and that we are taking additional measures to protect you, your coworkers, and your families from the spread of COVID-19. As part of those efforts, we are implementing a new Social Distancing Policy. Please read this policy carefully.

## Importance of Social Distancing

The Centers for Disease Control and Prevention (CDC) has found that one of the most effective ways of preventing the spread of COVID-19 is limiting face-to-face contact with others, known as social distancing or physical distancing. The Occupational Safety and Health Authority (OSHA) similarly recommends increased social distancing when preparing workplaces to respond to COVID-19.

This Social Distancing Policy is a key part of our overall strategy and commitment to maintaining a healthy workplace in light of the COVID-19 pandemic. Although knowledge about the virus and how it spreads are evolving, based on the information we have now, these measures will help curb its spread. Compliance with this policy is essential because current consensus on the virus suggests, among other things, that: • COVID-19 is highly contagious.

- COVID-19 spreads mostly among people who are in close contact (within about 6 feet, or two arms' lengths) for a prolonged time period (between 10 and 30 minutes, depending on the distance).
- The virus generally spreads when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose get in the air and land in the mouths or noses of nearby people.
- A person who has the virus may not have any symptoms but may still spread COVID-19.
- A person can get COVID-19 by touching another person, such as with a handshake, or by touching another surface or object that has the virus on it and then touching their own mouth, nose, or eyes.
- The virus can live on surfaces for up to several days, depending on the surface and other conditions.

For these reasons, the CDC and other public health experts have recommended limiting contact with other people and common surfaces to limit the spread of COVID-19. We need your full cooperation and compliance with these measures to make them effective in this new work environment.

## **Social Distancing Measures**

Following the CDC's guidance, [SPACE NAME] requires that you comply with the following protocols and procedures while on-set or on-location.

- **Large Gatherings Prohibited.** Large in-person gatherings and in-person meetings of more than [ten/NUMBER] people are prohibited in the workplace [until further notice]. However, nothing in this policy prohibits employees from communicating with one another about workplace issues or gathering virtually using audio, visual, or other technology.
- **Six-Foot Distance.** Maintain a six-foot distance from others when crossing paths or walking near others' desks or workstations. Observe all space markings and traffic flow directions, including:
  - six-foot distance reminders on floors or walls in locations where employees traditionally have gathered or may need to wait for entrance to a space or for equipment use; and
  - newly designated one-way pathways between desk clusters and other areas where six-foot distancing is not possible with two-way traffic flow.
- **No Physical Greetings.** Do not shake hands or greet others in any manner that requires physical contact (such as fist or elbow bumps). In the "new normal" this is considered polite, not rude.
- **Communal Spaces.** We've reconfigured the furniture in our communal areas to help members stay 6' apart throughout their workday. Communication visuals have also been placed throughout the space to remind members about hygienic best practices and the importance of maintaining a safe distance.

Our kitchen will be open but with limited occupancy to reduce heavy foot traffic. In addition, our food and beverage services will operate as self-serve and under new health and safety guidelines.

- **Conference Rooms.** Our conference rooms have been adapted to give occupants more personal space. We've reduced capacity by removing chairs and installing visual cues that indicate where each chair should be placed.
- **Private Offices.** [SPACE NAME] recommends that all desks be spaced 6' apart in accordance with physical distancing guidelines. In addition, staggered or rotating schedules are recommended when possible to lower the number of people in a space at a given time.
- **Be Flexible.** Adhere to new guidelines as they emerge, as this issue is new and evolving.

### **Policy Modification**

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 are changing rapidly as new information becomes available and further research is conducted. [SPACE NAME] reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.