

SOCIAL DISTANCING GUIDELINES AT WORK

**STAY HOME IF YOU ARE SICK OR EXPERIENCING SYMPTOMS,
HAVE A COUGH, OR FEVER.**



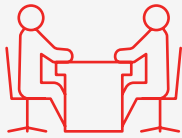
1

Do not shake hands or engage in any unnecessary physical contact. Sneeze and cough into a cloth or tissue or, if not available, into one's elbow. Wash hands and keep frequently touched common surfaces (phones, keyboards, file cabinets, etc.) clean.



2

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



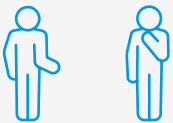
3

Unavoidable in-person meetings should be short, outside if possible or in a large meeting room where people can sit at least six feet from each other; avoid shaking hands.



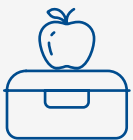
4

Eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.



5

Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize. Stay six feet apart when possible.



6

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



7

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



8

Avoid ridesharing with coworkers in personal and City-owned vehicles to maintain social distance.