

**SOCIAL DISTANCING GUIDELINES**

COMPANYNAME has implemented the social distancing guidelines found below to minimize the spread of disease among the staff. Determination of social distancing requirements has been made in accordance with CDC Guidance and federal, state, and local requirements. These guidelines will remain in effect until rescinded by COMPANYNAME.

**Work Activities**

During the workday, employees are requested to:

1. Avoid meeting face-to-face. Employees are encouraged to use the telephone, online conferencing, email, or instant messaging to conduct business as much as possible even when participants are in the same building.
2. Preclude gatherings and whenever two or more people must meet, ensure social distance separation. If face-to-face meetings are unavoidable minimize the meeting time, choose a large meeting room, and sit apart from each other as much as is possible. Avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions.
4. Do not congregate in the break room or any other areas where people socialize.
5. Bring your lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
6. Encourage members and others to request information via phone and e-mail in order to minimize person-to-person contact. Have materials and information ready for fast pick-up or delivery.
7. Using other workers' phones, desks, offices, work tools, and equipment are highly discouraged. If necessary, clean and disinfect them before and after use.
8. Stagger work activity as necessary to reduce density and maintain minimum social distance separation.
9. Anyone with an infected family member at home must inform the Infectious Disease Supervisor.

**Outside Activities**

Employees are encouraged to adhere to the following guidelines to the extent possible when engaging in all outside activities:

1. Avoid public transportation (train, bus, taxi) and walk, cycle, or drive your own car. If the use of public transportation is necessary, consider beginning your commute early or late to avoid rush-hour crowding.
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might meet people contagious with the infectious disease. When out in public consider covering your mouth and nose with a mask.

**Employee Reporting of Confirmed Exposure**

If an employee of COMPANYNAME tests positive for the infectious disease, has been exposed to a known case of the infectious disease, has traveled to or through a country the CDC has recommended not visiting, or they have been in contact with someone from another contractor or supplier who thinks they may be infected with the infectious disease, **they will follow current CDC Guidelines for isolation.**

Following ADA requirements for patient confidentiality, COMPANYNAME will report this potential exposure to any site contact and other trades that may have been in contact with the employee.