



# SOCIAL DISTANCING IN THE WORKPLACE



**REDUCING THE SPREAD OF GERMS**

Stay at home if you are sick

Stop **handshaking** as a greeting

Hold meetings via **video conferencing** or **phone call** and defer large meetings

Consider if large gatherings can be **rescheduled, staggered or cancelled**

Hold essential meetings outside in the **open air** if possible

Promote good hand and sneeze/cough hygiene and provide **hand sanitisers** for all staff and workers

Take **lunch at your desk** or outside rather than in the lunch room

**Clean and disinfect** high touch surfaces regularly

Consider **opening windows** and adjusting air conditioning for more ventilation

**Limit food handling** and sharing of food in the workplace

Reconsider non-essential **business travel**

Promote **strictest hygiene** among food preparation (canteen) staff and their close contacts

Content courtesy of Australian Government: Australian Government – Department of Health (2020) 'Coronavirus disease (COVID-19)', page 2. <https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-on-social-distancing.pdf>