

Social Distancing. Spacing Prevents Spread of COVID-19.



Avoid in person meetings. Use phones, online conferencing, email, and instant messaging to conduct business and communicate with each other.



Keep required meetings short and hold them in a room where people can sit at least 6 feet from each other. Avoid person to person interaction if possible.



Eliminate all travel if possible. Cancel or postpone nonessential meetings, gatherings, depositions, workshops, and trainings.



Do NOT congregate in common areas. Minimize all movement around the office. Stay at your desk unless movement is required. Keep 6 feet apart whenever possible.



Bring lunch and eat at your desk away from others. If more than 3 people are in the kitchen, do NOT enter until at least one person exits.



Avoid public transportation or go early or late to avoid rush hour crowding. If you carpool, crack the windows while driving.



Cease recreational / leisure activities where close contact with others is likely.