**SAMPLE SOCIAL DISTANCING POLICY**

In the event of an influenza pandemic or other communicable disease situation, **[Name of Organization]** may implement these social-distancing guidelines to minimize the spread of influenza and other communicable diseases among the staff.

***During the workday, employees are required to w*ear facial coverings except for one of the following reasons:**

* facial coverings in the work setting are prohibited by law or regulation
* facial coverings are in violation of documented industry standards
* facial coverings are not advisable for health reasons
* facial coverings are in violation of the business’s documented safety policies
* facial coverings are not required when the employee works alone in an assigned work area
* There is a functional (practical) reason for an employee not to wear a facial covering in the workplace (such as a profession where someone sweats and the mask would become wet)

***During the workday, employees are requested to:***

* Avoid meeting people face-to-face if possible. Employees are encouraged to use the telephone, videoconferencing, and the Internet to conduct business as much as possible, even when participants are in the same building.
* If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room, and sit at least 6 feet from each other if possible. Avoid person-to-person contact such as shaking hands.
* Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions.
* Do not congregate in workrooms, pantries, copier rooms, or other areas where people socialize.
* Bring lunch and eat at your desk or away from others (i.e., avoid lunchrooms and crowded restaurants).
* Encourage clients and others to request information and orders via phone and email in order to minimize person-to-person contact. Have the orders, materials, and information ready for fast pickup or delivery.

***Telecommuting***

* Managers will determine which, if any, employees may work from home and encourage all employees who are able to telecommute to do so.

***Conferences, seminars, and educational events***

* Managers will determine if and when to cancel or postpone company events.

***ACTIVITIES OUTSIDE OF WORK***

**Employees might be encouraged to the extent possible to:**

* Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
* Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come in contact with contagious people.