

LifeAdviser Special Edition

Staying Healthy in the office: Social Distancing

Definition

Social distancing is a public health safety intervention used to reduce the likelihood of transmitting communicable disease. Social distancing involves minimizing exposure to infected individuals by avoiding large public gatherings adhering to spacing requirements in the workplace, and following proper personal hygiene practices. The goal is to limit exposure to infectious bacteria and viruses during a communicable disease outbreak.

The following strategies may be useful in conducting social distancing:

Self Care

- Wash your hands after touching commonly used items or coming into contact with someone who is sick. Proper hand washing involves scrubbing hands for at least 20 seconds with soap and water.
- Avoid touching your face, nose and mouth and avoid rubbing your eyes.
- Practice proper coughing or sneezing etiquette. Properly dispose of anything that comes in contact with your mouth such as tissues or plastic eating utensils
- **If you are sick, follow your organization's sick day and absence policy.**

In the office

- Minimize in-person meetings. Use online conferencing, email or the phone, even when people are in the same building.
- Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least three feet from each other; avoid handshakes hugs
- Eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings and workshops .
- Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize. Keep a few feet apart when possible.
- Bring lunch and eat at your desk or away from others, (avoid lunchrooms and crowded restaurants).
- Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
- Limit recreational or other leisure classes, meetings, activities, etc., where close contact with other is likely.

[Source: SHRM.org](https://www.shrm.org)

It is important to get professional help if you feel like you are unable to function or perform basic activities of daily living. A licensed mental health professional can assist you in developing appropriate strategies to move forward.

Call: 800.344.4222
www.employees.concernhealth.com