

# Social Distancing *at Work*

- 1 **Complete tasks remotely** whenever you get the chance.


- 2 **Eliminate physical meetings.** Use video conferencing, phone or email instead.


- 3 **Avoid meetings with clients, conferences and in-person trainings.** If possible, move these online.


- 4 **Cancel or postpone all business travel.**


- 5 **Keep your distance!** Avoid handshakes or sharing elevators, and rearrange desks to be six feet apart.


- 6 **Close busy areas like cafeterias.** Eat lunch at your desk.


- 7 **Avoid public transport, if possible.** Encourage employees to cycle, walk or drive to work.


- 8 **Limit recreational activities** and close any on-site fitness centers.





The IH Services Family of Businesses