

RETURNING TO WORK PHYSICAL DISTANCING CHECKLIST

Work remotely (wherever possible), whenever you have the chance.	
Avoid physical meetings. Use online conferencing, email or the phone when possible, even when people are in the same meeting.	
Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least 2m from each other; avoid shaking hands.	
Eliminate unnecessary travel and cancel or postpone nonessential meetings, gathering, workshops and training sessions.	
Do not congregate in communal areas (kitchens, copier rooms, post room, etc). Keep 2m apart when possible.	
Avoid using lifts, wherever possible. If they must be used, limit their use to 2 people and ask them to face away from each other.	
Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants). If you decide to eat at your desk, make sure you clean your desk before and after; and try and 'get away' from your desk by going for a walk.	
Stagger lunchtimes, wherever possible.	
Avoid public transportation – try to either walk, cycle, or drive. If unavoidable, go in early or late to avoid rush-hour crowding on public transportation.	
Limit recreational or other leisure classes, meetings, activities, etc, where close contact with others is likely.	