HEALTHY VANDALS
~ protect yourself and others ~
SOCIAL DISTANCING GUIDELINES AT WORK

1. **avoid in-person meetings**
   - Use online conferencing, email or the phone when possible, even when people are in the same building.

2. **maintain physical distance**
   - Unavoidable meetings should be kept short and held in large spaces where people can sit six feet apart.
   - Avoid shaking hands.

3. **do not congregate**
   - Avoid work rooms, pantries, copier rooms or other areas where people socialize.
   - Keep six feet apart when possible.
   - Face coverings are required inside all university buildings, with limited exceptions.

4. **eliminate unnecessary travel**
   - Cancel or postpone nonessential meetings, gatherings, workshops and training sessions.

5. **bring your lunch**
   - Eat at your desk, outside, or away from others (avoid break rooms or crowded restaurants).

6. **limit recreational or other leisure activities**
   - Avoid meetings, retreats, activities, etc., where close contact with others is likely.