Office Physical Distancing

The following provides suggested steps to take in order to facilitate employee physical distancing practices in office workplaces following return-to-work activities related to the COVID-19 pandemic.

Employee Practices
If possible, maintain at least 6 feet physical distance from others by:

- Avoiding meeting people face to face
- Avoiding public transportation
- Avoiding break areas, commons areas, and cafeterias/restaurants during busy time periods
- Avoiding sharing tools, office equipment, and workstations

If not possible to maintain 6 feet physical distance from others:

- Try sitting in an open-air environment
- Try to minimize time spent together
- Wear a facial covering
Employer Practices

- Stagger shifts to allow for physical distancing for arrival/exit at beginning and end of shifts
- Stagger breaks/mealtime schedules to allow for social distancing based on break room size
  - Calculate maximum 6 feet distanced capacity of any room by dividing usable square footage by 36 square feet (e.g., 200 sq ft room / 36 sq ft = 5 people maximum capacity)
- Mark physical distancing cues on floors where lines may form (see example below)
- Mark flow of traffic with signs on floors/walls (see example below)
- Adjust desk and workspace layout to allow for 6 feet physical distancing by:
  - Using only alternate desks (leave one desk empty between occupied desks)
  - Increasing space between desks
- Adjust desk and workspace layout if unable to allow for 6 feet physical distancing by:
  - Adding plastic guards between desks (height adjustable for sit/stand desks)
  - Limiting time of employees using close workspaces

Physical Distancing Checklist

<table>
<thead>
<tr>
<th>Physical Distancing Checklist Questions</th>
<th>Yes or No?</th>
<th>If No, why not?</th>
<th>If No, alternative action to mitigate risk?</th>
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</thead>
<tbody>
<tr>
<td>Are employees maintaining 6 feet of separation while performing work tasks?</td>
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<tr>
<td>Are controls in place to maintain physical distancing requirements in common gathering areas (e.g., breakrooms, conference rooms, cafeterias, offices, etc.)?</td>
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<td>Are controls in place at high traffic areas (e.g., gates/turnstiles, stairwells, elevators, etc.) to limit lines and gatherings?</td>
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<td>Are controls in place to eliminate shared workstations/offices for personnel separation?</td>
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<td>Have in-person meetings, trainings, or other mass gatherings been suspended or moved to virtual sessions?</td>
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Physical Distancing Infographic

Maintaining a Six Feet Office
Social distancing is now part of our daily language and behavior. While the recommended distance may vary by country, the idea remains the same.

6 Feet Quick Scan
A concise analysis of the working environment—search for areas of

6 Feet Rules
A set of simple and clear agreements and rules of conduct

6 Feet Routing
Visually displayed and unique routing, making traffic safe

6 Feet Facility
A trained employee who advises and ensures a safe facility

6 Feet Workstation
An adapted workplace designed for worker safety

Physical Distancing Signage/Marking Examples

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