



Social Distancing Policy **TEMPLATE**

As you return to work in the [midst/wake] of the 2019 novel coronavirus disease (COVID-19) pandemic, [EMPLOYER NAME] wants to assure you of its continued commitment to maintaining a safe and healthy workplace and that we are taking additional measures to protect you, your coworkers, and your families from the spread of COVID-19. As part of those efforts, we are implementing a new Social Distancing Policy. Please read this policy carefully.

Importance of Social Distancing

The Centers for Disease Control and Prevention (CDC) has found that one of the most effective ways of preventing the spread of COVID-19 is limiting face-to-face contact with others, known as social distancing or physical distancing. The Occupational Safety and Health Authority (OSHA) similarly recommends increased social distancing when preparing workplaces to respond to COVID-19.

This Social Distancing Policy is a key part of our overall strategy and commitment to maintaining a healthy workplace in light of the COVID-19 pandemic. Although knowledge about the virus and how it spreads are evolving, based on the information we have now, these measures will help curb its spread. Compliance with this policy is essential because current consensus on the virus suggests, among other things, that:

- COVID-19 is highly contagious.
- COVID-19 spreads mostly among people who are in close contact (within about 6 feet, or two arms' lengths) for a prolonged time period (between 10 and 30 minutes, depending on the distance).
- The virus generally spreads when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose get in the air and land in the mouths or noses of nearby people.
- A person who has the virus may not have any symptoms but may still spread COVID-19.
- A person can get COVID-19 by touching another person, such as with a handshake, or by touching another surface or object that has the virus on it and then touching their own mouth, nose, or eyes.
- The virus can live on surfaces for up to several days, depending on the surface and other conditions.

For these reasons, the CDC and other public health experts have recommended limiting contact with other people and common surfaces to limit the spread of COVID-19. We need your full cooperation and compliance with these measures to make them effective in this new work environment.

Social Distancing Measures

Following the CDC's guidance, [EMPLOYER NAME] requires that you comply with the following protocols and procedures while on-set or on-location.



- **Schedule Changes:** [EMPLOYER NAME] may change your schedule to minimize the number of employees in the workplace at any given time. These changes may involve any combination of:
 - alternate day work schedules;
 - staggered lunch and break times; and
 - staggered arrival and departure times.
- **Large Gatherings Prohibited.** Large in-person gatherings and in-person meetings of more than [ten/NUMBER] people are prohibited in the workplace [until further notice]. However, nothing in this policy prohibits employees from communicating with one another about workplace issues or gathering virtually using audio, visual, or other technology.
- **Six-Foot Distance.** Maintain a six-foot distance from others when crossing paths or walking near others' desks or workstations. Observe all space markings and traffic flow directions, including:
 - six-foot distance reminders on floors or walls in locations where employees traditionally have gathered or may need to wait for entrance to a space or for equipment use; and
 - newly designated one-way pathways between desk clusters and other areas where six-foot distancing is not possible with two-way traffic flow.
- **No Physical Greetings.** Do not shake hands or greet others in any manner that requires physical contact (such as fist or elbow bumps). In the "new normal" this is considered polite, not rude.
- **Visitor Limitations.** All personal visitors are prohibited until further notice, except in cases of emergency. All other visitors are prohibited unless they are essential to the performance of the job.
- **Shared Supplies and Equipment.** Do not share supplies and equipment. Limit the use of shared photo, video, and other equipment, such as cameras, lights, and scanners, to the extent consistent with necessity. If you need to use this equipment:
 - maintain a six-foot distance from others when waiting to use the equipment;
 - use hand sanitizer before and after each use;
 - use disposable gloves provided when using shared equipment; and,
 - disinfect equipment with wipes before and after each use on all touch surfaces.
- **Be Flexible.** Adhere to new guidelines as they emerge, as this issue is new and evolving.

Policy Modification

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 are changing rapidly as new information becomes available and further research is conducted. [EMPLOYER NAME] reserves the right to modify this



policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

Enforcement and Non-Retaliation

Failure to comply with these social distancing measures may result in discipline, up to and including termination of employment.

If you witness or become aware of any employees or other individuals violating this policy, you must report them to [DESIGNATED PERSON] immediately.

[EMPLOYER NAME] prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this policy or any other health and safety concern. Employees also have the right to report work-related injuries and illnesses, and [EMPLOYER NAME] will not discharge, discriminate, or otherwise retaliate against employees for reporting work-related injuries or illnesses.

Continued At-Will Employment

Nothing in this policy alters the at-will nature of your employment.

Policy Administration

[EMPLOYER NAME] is responsible for administering and enforcing this policy. If you have any questions regarding this policy, or if you have questions about health and safety that are not addressed in this policy, please contact the [DESIGNATED PERSON].

Acknowledgment of Receipt and Review

I, _____ (employee or contractor name), acknowledge that on _____ (date), I received and read a copy of [EMPLOYER NAME]'s [NAME OF POLICY], dated [EDITION DATE] and understand that it is my responsibility to be familiar with and abide by its terms. [I understand that the information in this policy is intended to help [EMPLOYER NAME]'s employees and contractors to work together effectively on assigned job responsibilities. This policy is not promissory and does not set terms or conditions of employment or create an employment contract.

Signature

Printed Name

Date