

Social Distancing In the OFFICE or LAB

Risk Level: GREEN

- **Wash hands regularly.** Before eating, after using the restroom, after contact with others or other surfaces.
- **Clean high touch surfaces.** Set up a schedule to wipe down door knobs, counter tops, drawers, phones, keyboards, and cabinets with purple top wipes every hour or two while people are working.
- **Stop shaking hands.** Use elbow bumps or namaste hands instead.
- **Cover coughs and sneezes.** Use a tissue when possible and clean hands afterwards. Cough into your elbow and not your hand. If you are sick, go home and stay home until you are well.
- **Check on hygiene supplies.** Make sure you have enough tissues, soap, hand sanitizer, and paper towels. Set a schedule to check on this at least daily or as needed to support the workers in the area.
- **Take extra care in shared workspaces.** Try to assign computers and always clean between use. Make sure seats are at least 3 feet apart (but 6 feet is better).
- **Do as much work from your own office as possible.** Call and text instead of meeting and greeting.
- **Prepare to limit outside activities.** Be ready for a potential quarantine at home in case of illness or exposure. Bring your laptop home each day.

Risk Level: YELLOW

- **Continue all risk level GREEN precautions when needed**
- **Prepare to work from home.** Ensure your existing technology meets your needs and that you are familiar with any remote access software (like zoom). Practice working from home so you know what you need.
- **Stay in your office.** When you are on site, keep your distance by remotely joining or calling into meetings from your own office.
- **Eat at your desk.** Either bring your lunch or take it away from the cafeteria.
- **Move meetings online.** Begin moving non-essential meetings to online. Know how to use zoom.
- **Teleconference education.** Either have participants join via zoom or record the presentation in an empty room and upload it for asynchronous viewing. Make sure there is an email for questions.
- **Avoid crowds and public activities.** All public contact has risk associated with it that will change over time. Choose which activities are “worth it” for you. Reconsider travel.

Risk Level: ORANGE

- **Continue all risk level GREEN and YELLOW precautions when needed.**
- **Work from home whenever possible.** Set up ways to connect and check in with your team/supervisor and know the expectations for working remotely.
- **Minimize shared workspaces.** Relocate workstations to accommodate at least 6 foot space between people. Consider using offices now empty because others are mostly working from home.
- **Create Shifts.** For shared workspaces like labs, consider having half the staff work from home on odd days and the other half on even days in order to spread out work. Or have half come in the AM and half in the PM.
- **Avoid cafeteria lines.** Use mobile ordering and bring food back to a private workspace, have food delivered or bring your lunch.
- **Cancel non-essential meetings.** If people aren't willing or able to join remotely, it should probably be cancelled. This includes huddles. Move them online or suspend them.
- **Stay home as much as possible.** Avoid crowds and public spaces if at all possible.

Risk Level: RED

- **Continue all risk level GREEN, YELLOW, and ORANGE precautions when needed**
- **Work from home.** Aside from essential animal care or designated in-house on-call, everyone should be at home regardless of whether they are able to be productive.
- **Cancel all meetings and educational didactics.** Aside from emergency operations meetings, all other work should be suspended.
- **Bring food in.** Either prepare ahead of time or have food delivered.
- **Stay home when not at work.** In order to stay well and minimize exposures, reconsider all activities outside of home and work. Walks are okay but keep your distance from others and clean your hands.