

# Social Distancing

## Office Essentials

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# Social Distancing

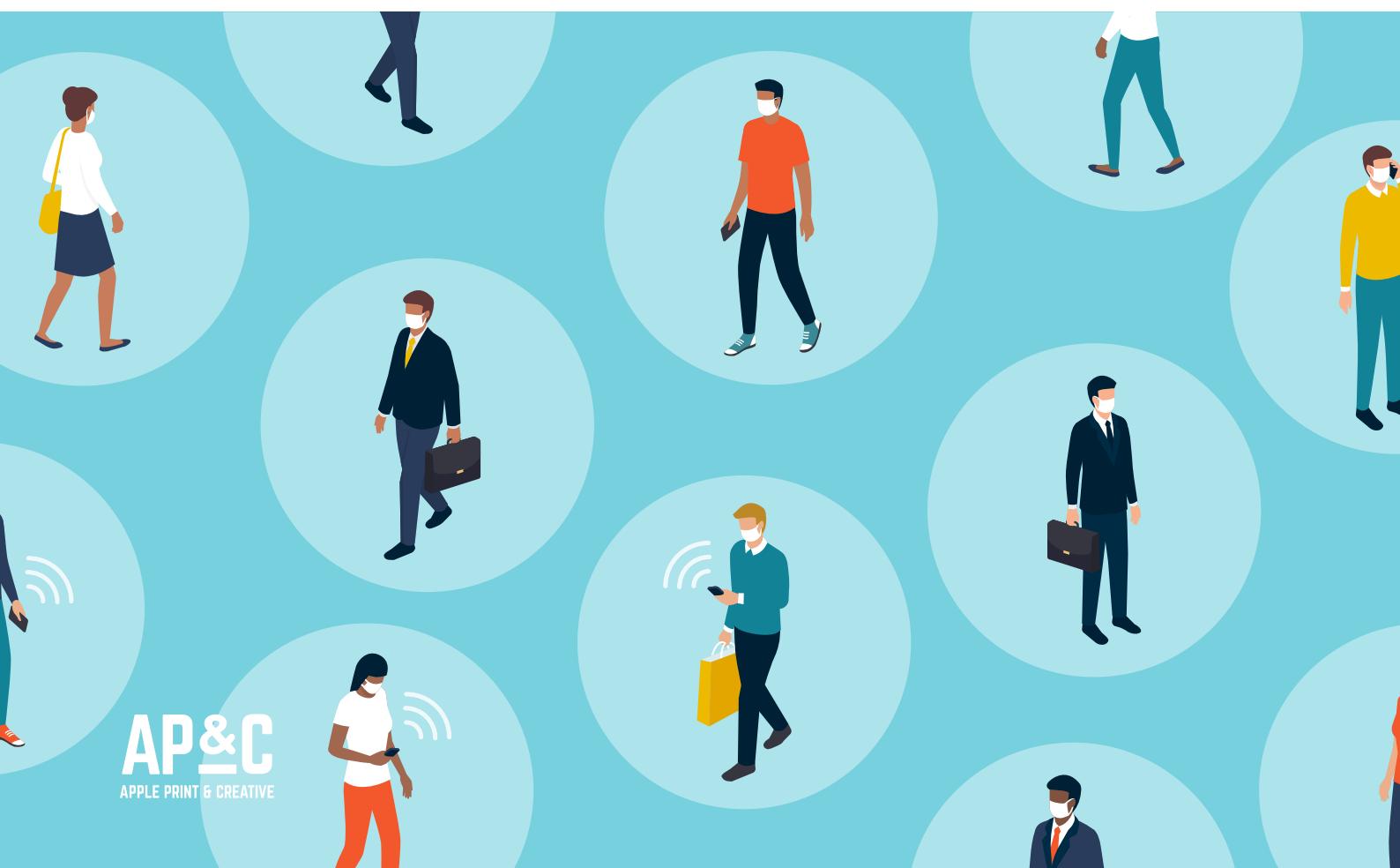
Social distancing measures are steps you can take to reduce social interaction between people. This will help reduce the transmission of coronavirus (COVID-19). They include things like keeping 2 metres away from people outside of your household in addition to washing your hands as mentioned in previous sections of the guidance.

If you cannot work from home then you can still travel to work, provided you are well and neither you nor any of your household are self-isolating. This is consistent with advice from the Chief Medical Officer.

Employers who have people in their offices or onsite should ensure that employees are able to follow Public Health England guidelines including, where possible, maintaining a 2-metre distance from others, and washing their hands with soap and water often for at least 20 seconds (or using hand sanitiser gel if soap and water is not available).

Some examples of how to ensure social distance in the workplace include:

- Having ‘Social Distancing’ Zones i.e. having maximum numbers of people within designated areas to make distancing possible. For example, ‘only one person in the kitchen at any one time’ or spacing out desks to reduce people clustering together in workspaces. You can put signs/markers up to help with this.
- Display posters to remind employees the importance of social distancing at all times.
- Place 2 metre distance markers to ensure people stand at least 2 metres apart in areas where groups may be working. Limit the number of people who are entering the business to enable people to stay 2 metres apart.
- Enforce a limit of no more than 2 people gathering outside for lunch/coffee/cigarette breaks.



# Posters



# A5 Flyers

## Wash your hands more often



Coronavirus is a serious illness and can make you seriously ill.



Use soap or hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or touch food

## Stay safe



**Avoid**  
close contact with others



**Distance**  
yourself 2m from others



**Be kind**  
please give each other space

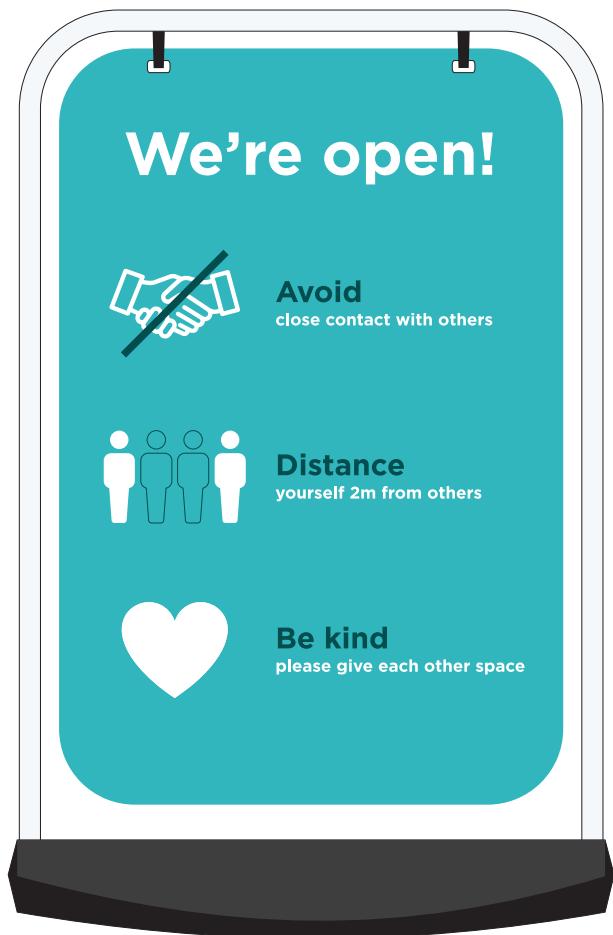
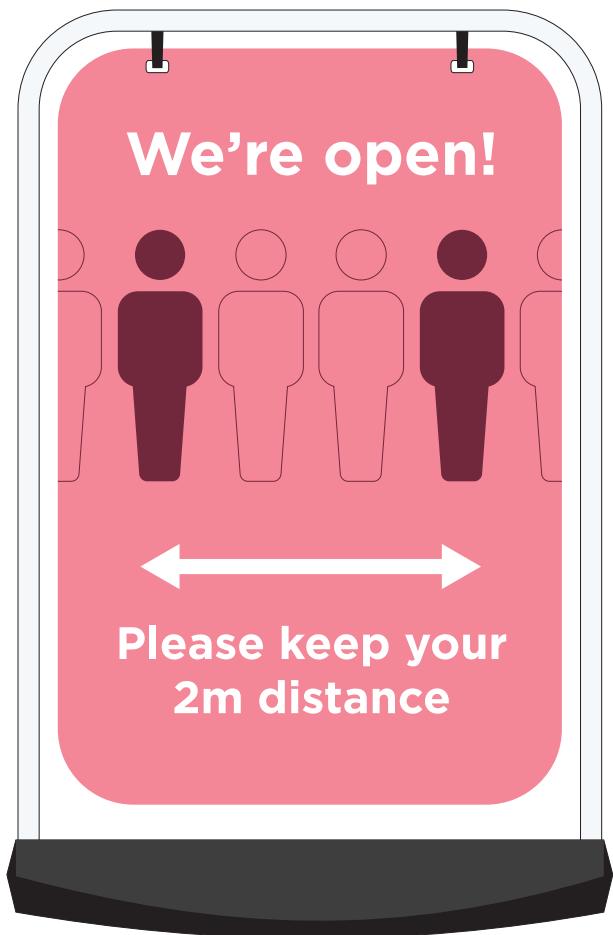
## Desk Tent Card



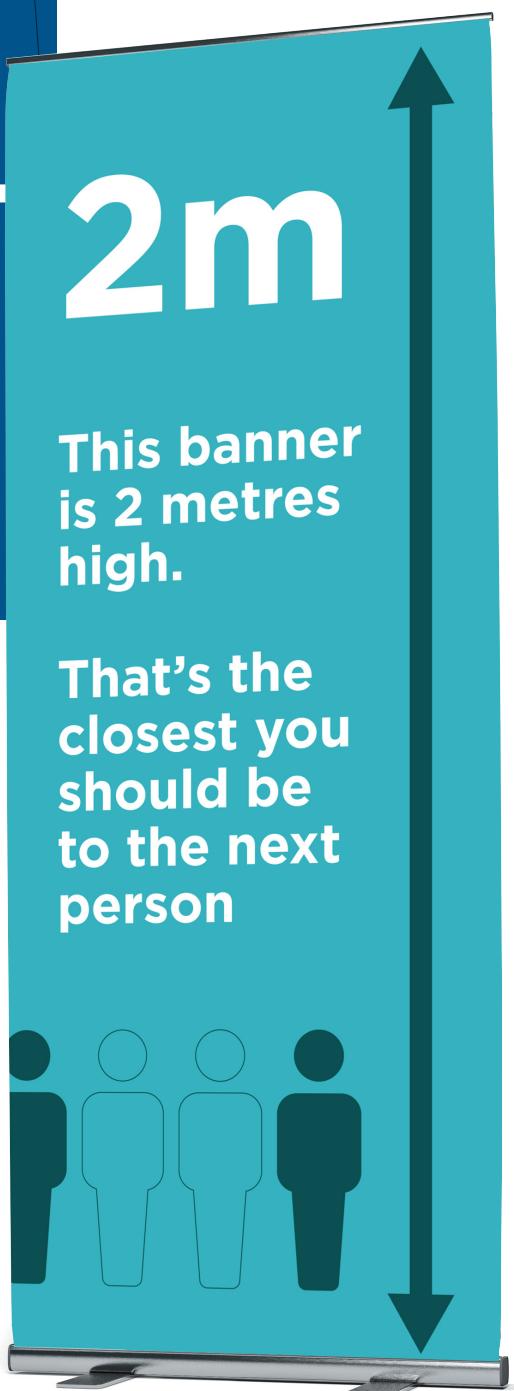
# Floor Graphics



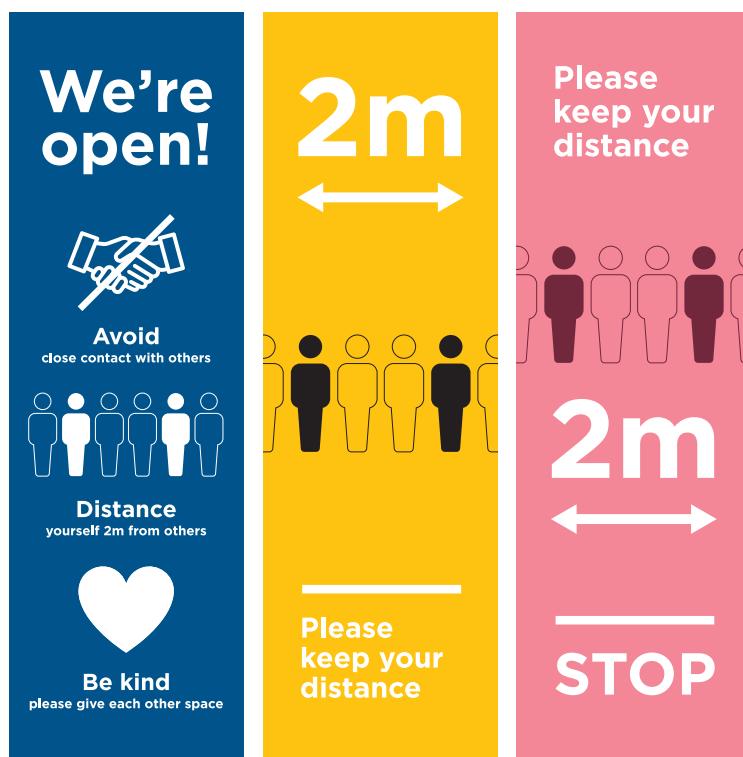
# Pavement Signs



# Vertical Banners



# Signage



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