

# Social Distancing

- **CONSIDER DELAYING** all conferences, workshops and similar events that are **NOT ESSENTIAL** for day to day operations
- **MINIMISE THE NUMBER OF PEOPLE MEETING FACE TO FACE** – use video and teleconference facilities, where possible
- **AVOID CROWDS AND MASS GATHERINGS** keep a reasonable distance from others of around 1.5m
- **AVOID SHAKING HANDS**, hugging or kissing
- **TAKE YOUR MEAL** and coffee breaks at **“OFF PEAK” TIMES** when the kitchen areas are less crowded
- **DEFER TRAVELLING** between multiple offices and locations
- **MODIFY SEATING** in all meeting rooms to increase spacing between participants to a distance of around 1.5m
- **AVOID MEETINGS** or work environments where the entire team is face to face
- **CONSIDER STAGGERED CRIB / MEAL BREAKS** or other mechanisms to increase social distance and arrange cleaning of hard surfaces in crib/meal rooms between each break
- **AVOID MASS TOOLBOX / PRE-START MEETINGS** – Group size for toolbox and pre-start meetings must be determined on the available space and the ability to maintain a distance of around 1.5m between participants
- **AVOID VISITING VULNERABLE PEOPLE**, such as those in aged care facilities or hospitals, babies or people with weakened immune systems



**DELAY NON  
ESSENTIAL FACE TO  
FACE MEETINGS**



**DEFER TRAVELLING**



**MAINTAIN SOCIAL  
DISTANCING**



**AVOID MASS TOOLBOX  
PRESTART MEETING**