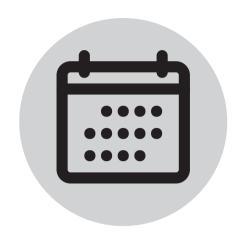
## Social Distancing



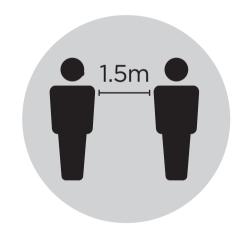
- CONSIDER DELAYING all conferences, workshops and similar events that are NOT ESSENTIAL for day to day operations
- MINIMISE THE NUMBER OF PEOPLE MEETING FACE
   TO FACE use video and teleconference facilities, where possible
- AVOID CROWDS AND MASS GATHERINGS keep a reasonable distance from others 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

**SAFETY** 

