



## PHYSICAL DISTANCING

or social distancing are terms used to describe limiting close contact with others outside of your immediate household. Practicing good distancing **does not take the place of other safe practices** such as the requirement to wear face coverings inside UO properties and outside when distancing cannot be maintained, hand washing, covering coughs and sneezes, and staying home if you're not feeling well. But distancing (staying at least 6' feet from others) is an essential part of preventing the spread of COVID19 and is required, even if you or those around you have no symptoms of this illness. Brief interactions, such as passing a person in a hallway or on a sidewalk, are not high-risk routes of exposure, but all employees working on campus are expected to make efforts to minimize close contact.

Below are some tips to ensure that the university can continue with critical operations while maintaining compliance with physical distancing requirements.

## TIPS FOR DISTANCING:

- Use remote collaborations tools such as video and phone conferencing for meetings.
- Unavoidable in-person meetings should be short, in a large meeting room where distancing can be maintained or outside.
- Place visual cues in areas where people are likely to form lines. For example at point of sale operations for cashiers or at customer service desks.
- Choose the stairs over the elevator, keep elevators to 2 people max.
- Use phone calls, video chats or MS Teams to consult with colleagues, even if they are working down the hall from you.
- Eat lunch at your desk or alone outside.
- If vehicle must be shared, driver/passenger(s) must wear face coverings.

## WHAT TO DO!

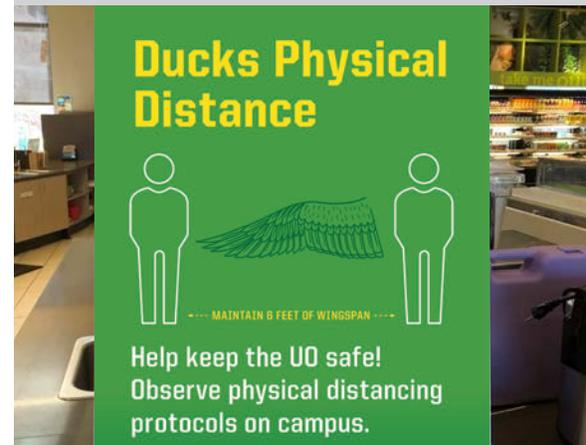
- Critical operations conducting work on campus should designate and empower a person to act as a distancing monitor. The monitor should regularly conduct 'spot checks' of on-site work to ensure physical distancing requirements are being maintained, and to provide recommendations for compliance as needed.
- Consider staggering work schedules to reduce the total number of people in the work area at any given time.
- Properly clean and disinfect shared use equipment that is touched by multiple people (copiers, printers, filing cabinets, microwave, door handles, etc.) Contact facilities to request additional cleaning.
- **When a critical task is required that can't be done without employees working in close proximity**, contact Environmental Health & Safety (EHS). EHS will assist in developing a safety plan to ensure that the work can be done as safely as possible by utilizing other techniques that may include requiring additional PPE, sanitizing, or physical barriers.



Tables act as a visual cue to keep distance while waiting for the counter.



Place decal directing where to wait.



Sign reminding to keep distance in areas where people may congregate.

