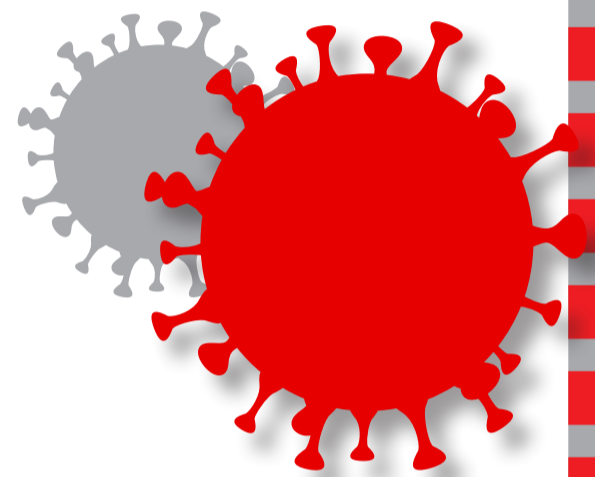


# Social Distancing in the Workplace



To reduce the spread of germs in the workplace:

- Stay at home if you are sick
- Consider if large gatherings can be rescheduled, staggered or cancelled
- Stop handshaking and other physical greetings
- Hold meetings via video conferencing or phone call
- Reconsider non-essential business travel
- Defer large face-to-face meetings
- Hold essential meetings outside in the open air if possible
- Try to keep a distance of 1 person per 4 square metre if possible
- Promote good hand and cough/sneeze hygiene and provide hand sanitisers for all staff and workers
- Take lunch outside rather than in the lunch room
- Clean and disinfect shared high-touch surfaces regularly
- Consider opening windows and adjusting air conditioning for more fresh air
- Limit food handling and shared food in the workplace
- Promote strictest hygiene among foodpreparation (canteen) staff and their close contacts

To find out more visit [www.health.gov.au](http://www.health.gov.au)

**MGA**  
INDEPENDENT RETAILERS

If you are concerned, call the  
**Coronavirus Hotline 1800 020 080**

“MAKING LIFE EASIER