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Safety Shield
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Guidance on social distancing

Social distancing is part of a range of measures to stop or slow the spread of infectious diseases. It means less contact between you and other people. Social distancing is important because COVID-19 is most likely spread from person-to-person through:

- direct close contact with a person while they are infectious or in the 24 hours before their symptoms appeared
- close contact with a person with a confirmed infection who coughs or sneezes, or
- touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

So, the more space between you and others, the harder it is for the virus to spread.

If you are sick, stay away from others – that is the most important thing you can do. You should also practise good hand and sneeze/cough hygiene:

- wash your hands frequently with soap and water, before and after eating, and after going to the toilet
- cover your cough and sneeze, dispose of tissues, and use alcohol-based hand sanitiser, and
- if unwell, avoid contact with others (stay more than 2 metres or 6 feet from people).

As well as these, you can start a range of social distancing and low-cost hygiene actions now. These simple, common sense actions help reduce risk to you and to others. They will help to slow the spread of disease in the community – and you can use them every day – in the workplace, at home and while out in public.

For more information on Wood's response to the COVID-19 outbreak, please visit; [woodplc.com/covid19](https://www.woodplc.com/covid19)

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Social distancing in the workplace

- Stay at home if you are sick.
- Stop handshaking as a greeting.
- Hold meetings via video conferencing or phone call.
- Defer large meetings.
- Hold essential meetings outside in the open air if possible.
- Have desk seating at least 1 metre or 3 feet apart
- Have a clear desk policy.
- Clean down desks at the end of the day and avoid hot desking/sharing desks as much as possible. If this is not possible then clean the keyboard, mouse, desk area before someone else uses the desk
- Consider opening windows and adjusting air conditioning for more ventilation
- Limit sharing of food in the workplace
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- Do not congregate in work rooms, pantries/kitchen areas, copier rooms or other areas where people socialise.
- Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
- Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
- Avoid recreational or other leisure classes, meetings, activities, etc., where you might come into contact with contagious people.

Social distancing at home

To reduce the spread of germs:

- Practise good hand and sneeze/cough hygiene
- Avoid handshaking and kissing
- Regularly disinfect high touch surfaces, such as tables, kitchen benches and doorknobs
- Increase ventilation in the home by opening windows or adjusting air conditioning
- Visit shops sparingly and buy more goods and services online
- Consider whether outings and travel, both individual and family, are sensible and necessary

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