

### **About This Model Policy**

*The model Social Distancing policy generally outlines what your employees can expect and the practices they should adhere to when social distancing guidelines are requested or mandated by federal, state, or local health authorities.*

*This policy is not expected to answer every workplace question or address the specific concerns or requirements of specific industries. For that reason, the model policy directs specific questions to the employer and is meant to be adapted to meet the employer's needs as well as the federal, state, and local laws, regulations, mandates, and/or other requirements.*

*This policy is not provided as a guarantee of successful containment of a virus, bacteria, or diseases within a workplace or between workplace participants. Employers must follow the directions of federal, state, and local authorities as well as information from the health officials and law enforcement communities for further steps to contain a virus, bacteria, and diseases.*

*Finally, this policy is not a substitute for legal, medical, or health advice. Because every workplace is unique, employers should work with their legal counsel and medical/health experts to modify this model policy to best serve their particular workplace situations and address federal, state, and local laws and regulations.*

### **7.11.2 Social Distancing**

The health and safety of all workplace participants is the priority of [Organization], including preventing or limiting the spread of communicable viruses, bacteria, and diseases among workplace participants and within the community.

#### **Social Distancing**

According to the [Centers for Disease Control and Prevention]:

*Social distancing, also called "physical distancing," means keeping space between yourself and other people outside of your home. To practice social or physical distancing:*

- *Stay at least 6 feet (2 meters) from other people*
- *Do not gather in groups*
- *Stay out of crowded places and avoid mass gatherings*

For purposes of this policy, social distancing at localities so designated by [Organization] includes:

- Staying a minimum of six feet away from all workplace participants as well as [e.g., customers, clients, guests, invitees];
- Working from home if so designated by [Organization] and adhering to social distancing requirements with non-family members;
- Meeting online or by telephone whenever possible;
- No in-person meetings or gatherings where social distancing requirements cannot be met safely;
- No in-person meetings or gatherings of 10 or more people in a room or area;
- Strict adherence to the number of people permitted to be in rooms/work areas as designated by [Organization];
- No ride sharing in [Organization] within personal vehicles; and
- No travel where social distancing requirements cannot be met.

### **Application of Social Distancing**

[Organization] will designate locations that are subject to social distancing. [Organization] may change these designations as needed.

### **Other Policies**

All other policies continue to apply when social distancing is declared unless stated otherwise in writing by your [e.g., Human Resources Department, Personnel Department, or the President, CEO, owner] including, but not limited to [e.g., hygiene, virus/bacteria/disease control] policies.

### **Violation of the Policy**

Violation of this policy can lead to discipline, including verbal or written warnings.

Continued violation of this policy will be deemed willful and/or wanton neglect of safety and will be subject to discipline including, but not limited, to suspension and/or involuntary termination.

### **Questions About This Policy**

If you have questions, suggestions or concerns about this policy, you should direct them to [e.g., your manager, your supervisor, Human Resources Department, Personnel Department].

If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with those listed above, you can direct them to the [Human Resources Department, Personnel Department, or the President, CEO, owner].