

COVID-19 Social Distancing

Health & Safety – Fact Sheet

Purpose

This fact sheet should be used as the minimum standard to apply during the COVID-19 pandemic. While DRNSW business groups may develop their own specific processes, these processes must at a minimum meet the requirements as set out in this fact sheet.

What is social distancing and why is it important?

Social distancing includes ways to stop or slow the spread of infectious diseases. It means less contact between you and other people. When social distancing actions are combined with good personal hygiene measures the risk of contracting the virus is low. Social distancing is the primary control in mitigating the COVID19 risk in the workplace.

Social distancing in the workplace

If you are sick with any type of cold or flu symptoms or loss of smell/taste, you must not attend your workplace. Stay at home and seek medical advice.

To reduce the spread of the virus in the workplace:

- Keep a distance of at least 1.5 metres from others (or two arm lengths)
- Ensure 4 square metres of space per person is maintained especially in lifts, small meetings rooms and communal areas such as kitchens
- Avoid close contact with customers and members of the public, consider
 - cashless payments
 - eliminating the need for signatures for deliveries
 - physical barriers or floor markings
- Reduce personal contact with others, do not shake hands or exchange physical greetings

Strategies to support social distancing

The following strategies can assist you in maintaining social distancing:

- If you can work from home, this is the best form of social distancing you can implement
 - Hold meetings via video conferencing or phone
 - Do not sit at a workstation directly beside or behind a co-worker
 - If you are in an agile office environment, follow good hygiene principles before and after use
 - Have meetings in large enough rooms to accommodate 1 person per 4sqm.
 - Be mindful to maintain distance in general amenities (communal kitchens, bathrooms etc)
 - Defer large meetings or mass gatherings or hold them outdoors
 - Eat lunch at your desk or outside rather than in the lunchroom
 - Hold essential meetings outside in the open air, if practicable
 - Cancel non-essential business travel
 - Use public transport in off-peak periods where possible & sit in the back seat of a taxi or rideshare service.
 - Adopt good personal hygiene practices & follow social distancing requirements, outlined on posters and/or floor and wall markings in your workplace.
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