

# SOCIAL DISTANCING



## What is Social Distancing?

[Social distancing](#), also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing, stay at least 6 feet (about 2 arms’ length) from other people who are not from your household in both indoor and outdoor spaces.

## Is Social Distancing Required?

Yes, under the [Contra Costa Health Order](#), individuals must adhere to social distancing requirements when outside their residence. Individuals must maintain at least six-foot social distancing from individuals who are not part of the same household, living unit or defined Social Bubble.

## How do we apply Social Distancing at work?

The City has posted wall and floor signage throughout the facilities in order to remind individuals to maintain 6’ clearance from one another. In many instances, easy modifications can be made to comply with social distancing. Examples include:

- Encouraging the use of remote meeting options, like Zoom, rather than in-person meetings.
- Modifying conference rooms and break rooms to ensure all seats are at least 6’ apart.
- Not congregating around cubicles.
- Reviewing operational protocols to limit contact where possible.
- Where social distancing cannot be maintained for specialized operations, additional PPE may be required.

Please review the **Social Distancing Do’s and Don’ts** for more information on social distancing responsibilities in the workplace. Remind co-workers who are not practicing social distancing!

## Why is Social Distancing Important?

Social distancing is an important component of reducing exposure to COVID-19. When a person is diagnosed with COVID-19, contact tracing will be performed to determine everyone that has had close contact (as defined by the CDC) with the individual as they may be subject to home quarantine orders for two weeks.

**By keeping your distance from one another, you can reduce the chances of getting sick or having to quarantine.**

## Your Social Distancing and Workplace Safety Responsibilities

### “DO”s and “DON’T”s of Compliance

- **DO** wave and say hello. **DON’T** shake hands or hug.
- **DO** wear a face covering while in public or shared areas of the **City**. **DON’T** wear a face covering that is no longer in good repair.
- **DO** stay 6 feet away from others at all times. **DON’T** think that’s all you have to do to comply.
- **DO** comply with all signs about one-way hallways, entrances, exits, and limits on elevators. **DON’T** go your habitual route or squeeze in one more.
- **DO** ask yourself, “Can I accomplish this task with an email, phone call or videoconference?” **DON’T** have in-person meetings unless you really must do so.
- **DO** wipe down anything you touch with the disinfectant products provided. **DON’T** rely on others to do it for you.
- **DO** wash your hands for at least 20 seconds at least every 60 minutes. **DON’T** wait for the 60 minute mark if you use the restroom, sneeze, touch your face, blow your nose, clean, disinfect, sweep or mop, smoke, eat, drink, enter the facility or leave the facility – wash immediately after.
- **DO** use hand sanitizer when soap and water are not available. **DON’T** make this substitution a habit.
- **DO** remove any pens or items touched by public visitors from circulation. **DON’T** use them again until they have been sanitized.
- **DO** take separate **City** vehicles if possible. **DON’T** remove your face covering if carpooling.
- **DO** stay connected with friends and family during this challenging time. **DON’T** have them visit you at work.
- **DO** ask your supervisor if you have any questions about your responsibilities. **DON’T** rely on guesses or rumors.