











# TIPS FOR HYGIENE AND SOCIAL DISTANCING IN THE WORKPLACE

-  Encourage staff who are sick to stay at home
-  Employees who have fallen sick must be isolated immediately
-  Stop shaking hands as a greeting
-  Use video conferencing as the default for meetings
-  Avoid large indoor meetings and lunchrooms and use outdoor venues where possible
-  Encourage and support outdoor walking meetings
-  Provide employees and guests with hand sanitiser and tissues at your building entrances and wipes for surfaces
-  Clean and disinfect high touch surfaces, including desks and keyboards
-  Support and encourage employees required to self-isolation to work from home where possible
-  Support and encourage staggered work hours so staff who travel on public transport can travel at non-peak times.
-  Assess staff business travel risks. Refer to [smarttraveller.gov.au](https://www.smarttraveller.gov.au) for the latest travel advice
-  Enhance hygiene and “stay home if sick” policy among any food preparation (café) staff employees
-  Encourage employees to lunch outside rather than in lunch room where possible
-  Consider whether activities events can be postponed, reduced in size/frequency or cancelled