

# Social Distancing during COVID-19

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## About This Policy

**Effective Date:** July 9, 2020  
**Last Updated:** July 9, 2020  
**Responsible University Office:** Human Resources  
**Responsible University Administrator:** Chief Inclusion and Human Resources Officer

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## Applies to

This Policy applies to all Faculty and Staff across all University departments, Institutes, Centers and Schools.

## Definition

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>)

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## Guidelines

Social distancing or keeping space between employees is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread at the workplace. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if employees have no symptoms.

Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Employees returning to work on-site must follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' lengths) from other people at all times.
- Do not gather in groups of 10 or more.
- Stay out of crowded places and avoid mass gatherings.
- Do not shake hands or have any physical contact with others.
- Do not go to each other's workspace.
- Remain in your designated work area and restrict venturing out to other campus buildings or common areas, if not necessary.
- Do not bring your children or family members to the workplace. This is critical to being able to maintain social distancing at all times and to respect the health and safety of co-workers.
- Eliminate or significantly reduce face-to-face meetings and continue to use online collaboration and meeting tools. If a face-to-face is required, then face coverings by all parties must be worn and the 6 feet social distancing rule maintained.
- To minimize outside exposure, food services will not be open; employees will need to bring their own food or beverages to work.
- Maintain social distancing, where feasible, and wear face coverings at all times when in public spaces such as building entrances, exits, hallways, elevators, restrooms and break rooms. Follow the signage in the common areas such as the break rooms, hallways, restrooms, etc.:
  - **Elevators:** Use of elevators should be limited where possible to avoid proximity with others in a confined space. Those using elevators are required to wear a face covering regardless of traveling alone or with others. You should also avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands thoroughly upon departing the elevator.
  - **Restrooms:** Wash your hands thoroughly afterward to reduce the potential transmission of the virus.
  - **Breakrooms:** If you use the breakroom, you must disinfect anything that you touched.
- **Wash your hands often** with soap and water for at least 20 seconds, especially after you have been in a public space or after blowing your nose, coughing, or sneezing.
  - If soap and water are not readily available, you can **use a hand sanitizer that contains at least 60% alcohol.**
  - **Avoid touching your eyes, nose and mouth** with unwashed hands.
  - When in contact with shared objects or frequently touched areas sanitize or wash your hands before and after contact.
  - Limit the sharing of objects (e.g. tools, machinery, materials)

*Please Note: Additional hand sanitizing stations are being placed near building entrances, elevators etc. across the campus. Surfaces and shared objects are being cleaned regularly.*

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## Related Information

- Please refer to related FAQs: <https://intranet.clarkson.edu/wp-content/uploads/COVID-19-FAQs-on-Social-Distancing-and-face-coverings.pdf>
- Please refer to the emergency rule effective July 9th, 2020 by the New York State Department of Health: [https://regs.health.ny.gov/sites/default/files/pdf/emergency\\_regulations/Enforcement%20of%20Social%20Distancing%20Measures.pdf](https://regs.health.ny.gov/sites/default/files/pdf/emergency_regulations/Enforcement%20of%20Social%20Distancing%20Measures.pdf)

## Revision History

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