



COVID-19

Measures to Encourage Physical Distancing

1. Limit the number of people in the facility at any one time to the maximum number which allows for them to easily maintain at least six-foot distance from one another, at all practicable times.
2. Separate workstations by at least six feet.
3. Coordinate on-site scheduled work so that employees can maintain physical distance. Consider staggering schedules that include evenings and weekends.
4. Establish directional hallways and passageways for foot traffic, if possible, to eliminate employees from passing by one another.
5. Designate separate routes for entry and exit into office spaces to help maintain social distancing and lessen the instances of people closely passing each other.
6. Stagger employee breaks, within compliance with wage and hour regulations, to maintain physical distancing protocols.
7. Remind employees not to congregate during meal and break periods unless physical distancing can be maintained.
8. At customer counters or in other locations where queueing is possible, placing tape or other markings at least six feet apart in customer areas inside the facility and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance. If groups often wait together, increase distances between markings so that separation between each person of at least six feet is maintained.
9. Where long lines can form, assign an employee to monitor lines in order to ensure that the maximum number of customers in the facility is not exceeded.
10. Limit use of lobbies / waiting rooms. Develop a system(s) that allows customers to wait in cars or other locations.
11. Offer service by appointment-only.
12. Offer and encourage on-line services.
13. Implement protections for workers who normally have regular, close interaction with the public with engineering controls such as Plexiglas screens or other physical barriers, or spatial distance of at least six feet. Please contact IIC (IIC-Support@co.slo.ca.us) if you have questions or if you need to have your workplace evaluated for engineering controls.
14. Develop restroom occupancy plans that will help ensure 6-foot physical distancing can be accomplished, limit restrooms to single user if necessary.