Avoid in-person meetings. Use online conferencing, email or the phone when possible, even when people are in the same building.

Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least six feet from each other; avoid shaking hands.

Eliminate non essential travel [including between campuses] and cancel or postpone in person nonessential meetings, gatherings, workshops and training sessions.

Do not congregate in work rooms, pantries, copier rooms or other areas where people normally socialize. Keep six feet apart when possible.

Bring lunch and eat at your desk or away from others (avoid lunchrooms and other crowds).

Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding.

Limit recreational or other leisure classes meetings, activities, etc., where close contact with others is likely. Do not bring children to work.

clarkson.edu/coronavirus
Adapted from guidelines issued by the Society of Human Resources Managers