**Moray Council and Social distancing**

Social distancing measures are steps we can all take to reduce the social interaction between people with the aim of reducing the transmission of coronavirus (COVID-19). You will find some guidance below of how we can social distance within the workplace.

* Maintain at least a 2 meter distance from colleagues/members of the public.
* Instead of calling into offices to have discussions with colleagues, telephone or email instead.
* Instead of having face to face meetings where possible hold conference calls.
* Maintain good hygiene around desk space especially when hot desking, cleaning desk, keyboard, mouse and telephone.
* Do not shake hands.
* Wash hands thoroughly and often.
* Where possible wedge office doors open to prevent having to use handles if the door is not a fire safety door.
* Use alcohol wipes provided in corridors to wipe down printer/copier key pads and laptop key safe.
* Wipe down communal area table tops before and after use.
* Where possible do not share office equipment, if this is required ensure items are cleaned often.
* Cover your cough or sneeze with a tissue, then throw the tissue in the bin and wash your hands.
* Avoid touching your eyes, nose and mouth with unwashed hands.