



## Social Distancing Protocol

MMCA employees, tenants, and visitors must follow social distancing best practices throughout our facilities, including but not limited to workstations, kitchens, bathrooms, common areas, work vehicles and office spaces. Everyone must:

- Wear face masks/cloth coverings that cover the mouth and nose when not in their own office.\*
- Stay 6 feet away from others at all times, meaning when working or on breaks. Where a minimum distance cannot be maintained, engineering or administrative controls will be in place.
- Avoid job tasks that require face-to-face work with others when possible.
- Avoid physical contact with others (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others when possible.
- Distance yourself from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility. Employees should only enter and exit designated areas.
- Follow any posted signage regarding COVID-19 social distancing practices.
- Disinfect your workspace often.
- Avoid touching your face.
- Avoid nonessential gatherings.
- If staff lounge is open, stagger lunches to limit the number of individuals in the room.
- Avoid using common areas.

### \* To get the most benefits from a face covering:

- Make sure it completely covers your nose and mouth.
- Wash your hands before and after removing it.
- Try not to touch your face when you adjust it throughout the day.
- Keep cloth coverings clean by washing daily, or more often if contamination occurs.
- Don't let others wear your face covering.
- Keep it away from machinery that it could get caught in.
- If using disposable face coverings, do not reuse them, and throw them away in appropriate trash receptacles.
- Don't lay your face covering on any surface that may contaminate either the covering or the surface.
- Don't use it if it's damaged or has holes, unless it is the only face covering you have access to.