Guidance on Masking, Social Distancing, and Safe Behavior in any Piedmont Facility

Social distancing, appropriate masking, and hand hygiene are all critical components for combating the spread of COVID-19. These three behaviors should be used together – practicing one is not a reason for not practicing the other two. For example, social distancing is not a substitute for the mask requirement for all Piedmont staff and visitors. Practice the 3Ws together:

**Wash your hands.**
- Practice regular hand hygiene: use alcohol-based hand sanitizer with at least 60% alcohol or use soap and water if hands are visibly soiled.
- Always wash your hands with soap and water after using the restroom.
- Do not shake hands with others.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

**Wear a mask.**
- Masks must be worn in all Piedmont locations including nursing stations, hallways and conference rooms.
- If you do not have patient contact, you can wear a cloth mask.
- You do not have to wear a mask if you are eating or drinking or if you are in a single, private office.
- **Masks must be worn at all other times.**

**Watch your distance.**
- Spatially separate at least six feet apart from you and other people when feasible and always when feasible and *always when you are eating or drinking.*
- Limit the number of people who occupy conference or meeting rooms.
- Avoid large gatherings.
- *Eat or drink in approved areas only.

In general:
- Clean surfaces that are frequently touched – shared desks, countertops, electronics, breakrooms, and doorknobs with Piedmont-approved disinfectants.
- Stay home when you are ill and communicate with your leader as required.
- Encourage telework options, if applicable, and work with your managers or meeting organizers.

*The Centers for Disease Control and Prevention (CDC) indicates that COVID-19 spreads mainly among people who are in close contact. Close contact is defined as within about 6 feet for 15 minutes within a 24-hour period. Person-to-person transmission occurs mainly via respiratory droplets when an infected person coughs, sneezes, or talks. These droplets can land in the mouths, noses, or eyes of people who are nearby or possibly be inhaled into the lungs.*

*As is the case with the COVID-19 Workplace Expectations and Accountability policy, failure to comply with this policy, may result in disciplinary action, up to and including, termination.*