

Social Distancing Etiquette at Work: In Five Simple Steps

Social distancing etiquette can be a tricky subject, especially at work. How do we deal with colleagues who aren't adhering to the rules, whilst still being polite?

And just how do you explain that keeping your distance is crucial, because you're caring for a vulnerable person at home... or you're simply concerned about your health?

These tips will help you clarify your concerns to colleagues in a gracious and respectful way, so you can feel more confident about social distancing at work.



1. Let people know

The day before you're due to make your return to the office, send your team a brief email to let them know that you'll be adhering to social distancing measures.

That way, everyone will be prepared, and your colleagues will understand why you aren't rushing to give them a welcome hug!



2. Stock up on social distancing merchandise

A coloured badge system can be very effective in letting people know where you stand on social distancing, such as red = full adherence, yellow = OK with some contact, green = ready for high-fives.

You can also purchase specially designed mugs and masks, to act as gentle reminders for your colleagues.



3. Borrow authority

If a colleague gets too close, make a simple comment, such as: "I think we're supposed to be staying six feet apart, if you wouldn't mind moving back a little bit."

Social distancing can sometimes be easy to forget, so you may even give them a welcome reminder of the rules.



4. Be honest and transparent

Simple honesty is always a good strategy.

Saying something clear and firm, such as, "I'm sorry, but I'm trying to maintain the six-foot distance. Would you mind giving me a little more space, please?" will help people understand your concerns.



Finally, 5. remember that the kindest thing you can do for other people – and yourself – during these uncertain times, is to maintain that six-foot barrier.

With my very best wishes as you make your way back to work,

Sandie

CONFIDENCE TO RETURN