

creating workplace **NORMS**

UF

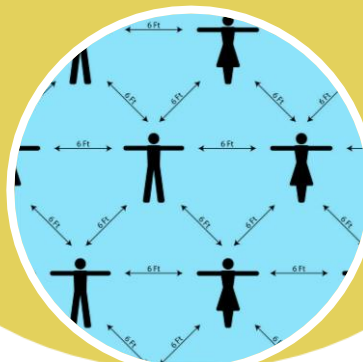
Wearing MASKS



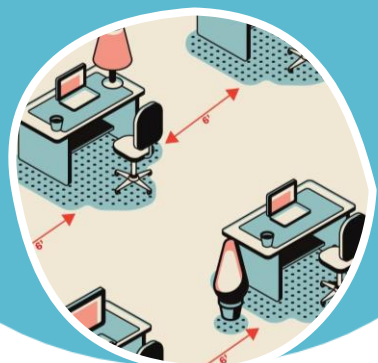
When should we wear our masks?
Where should we wear our masks?
If someone forgets, how should we remind them?

How will we stay at least 6' apart?
When do we Zoom and when do we "chat?"
Clarify meeting preferences with each other.

In Person MEETINGS



Shared SPACES



What is the optimum capacity for shared spaces?
What is our protocol for disinfecting?
How do we manage communal spaces (e.g. water cooler, copy machine)?
What kind of signage do we need?
How do we communicate forgotten protocols?

When in doubt, stay home.
If we start feeling under the weather, we go home.
We stay home until we have no symptoms.

Under the WEATHER



Creating workplace norms is a participatory process. Managers should engage their team in discussion to identify and specifically name the behaviors that will support a safer environment for all.