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Governor of Guam  
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## Port E-Advisory No. 20

### SOCIAL DISTANCING GUIDELINES AT WORK

With the rise of positive COVID-19 cases on island and at the Port, we continue to emphasize to you to practice social distance in combination of other everyday preventive actions to reduce the spread of COVID-19, including wearing masks, avoid touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds.

What is social distancing? It is keeping a safe space between you and other people who are not from your household. To practice social distancing, we ask that you stay at least 6 feet or about 2 arms' length from other people both indoor and outdoor spaces. This safe distance has been proven to slow the spread of COVID-19.

While at the workplace, we ask that you:

1. Do not congregate in work rooms, break rooms, smoking shacks, copier rooms or other areas where people socialize. If you are in these rooms, keep six feet apart when possible.
2. Avoid in-person meetings. Use on-line conferencing, email or the phone when possible, even when people are in the same building.
3. Unavoidable in-person meetings should be short, in a large meeting room, where people can sit at least six feet from each other; avoid shaking hands.
4. Non-essential meetings, gatherings, workshops and training sessions should be cancelled or postponed.

These guidelines sound simple, they sound boring and not that exciting so it's hard to get us to change our behaviors. It's hard to capture our attention on things that sound so simple – but it is important for us to recognize the impact it would have not only on you, but on your family and co-workers.

**Stay Safe Everyone!**

Rory J. Respicio, General Manager