

# Go the Distance to Keep Your Distance

*Social Distancing best practices for offices, break rooms, and meetings. How to keep yourself and others safe in the workplace if remote working is not an option.*

By definition “Social Distancing” is a simple and purposeful action to create distance between people or from social events to prevent a contagion such as the COVID-19 (also known as the Coronavirus) from spreading. The CDC & WHO recommend that a distance of 1 meter (40 inches) can significantly reduce the risk of exposure to an infected person. It is approximately equivalent to two people reaching out to shake hands. By placing some simple controls in place, we can create distance in the workplace and help keep our employees safe.

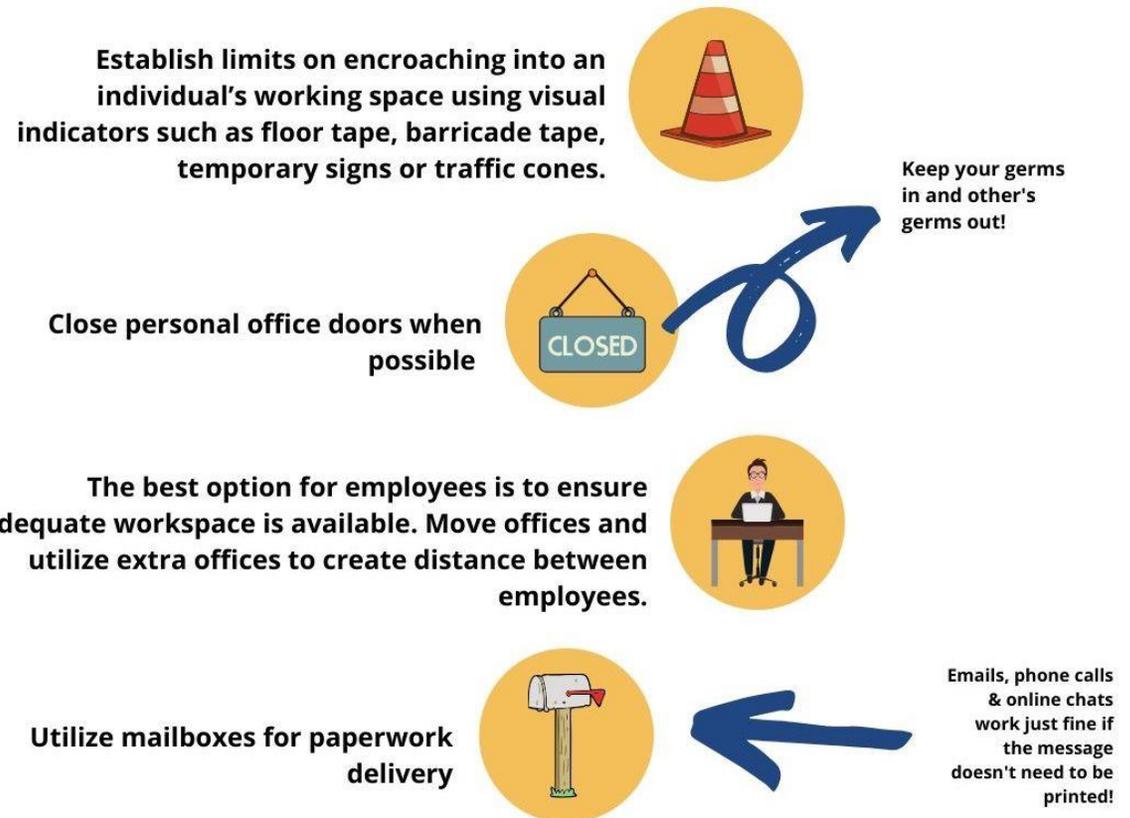
Sonoco has fully implemented Social Distancing measures, which include implementing a limit to ‘close social contact’ between employees as this can cause the spread of the virus. Local sites are deciding exact means and methods to implement Social Distancing best practices in terms of personal workspace, common areas, and face to face meetings.

Here are some tips and trick to help achieve a successful implementation of Social Distancing:

## 1. Social Distancing – ‘Personal Workspace’ Best Practices

The less you come in contact with other people, the less likely you are to put yourself and others at risk. While remote working is a viable option, this is not possible or practical in all situations. This decision is the responsibility of divisional leadership. If remote working is not an option for you, there are plenty of alternatives to implement Social Distancing in the workplace.

We understand that the majority of our teammates work in our production facilities and that remote work options aren’t necessarily available. However, by implementing social distancing, which can result in more of our corporate teammates working remotely, we inherently are providing a safer work environment for our production teammates!



## 2. Social Distancing – ‘Break Room’ Best Practices

Reducing the number of employees congregating in all areas of the facility will help ensure the safety of all Sonoco employees. Areas including cafeterias, break rooms, time clocks, and locker rooms should consider making adjustments to reduce the number of employees in one area.

- Establish alternate break/lunch/start times to reduce the number of people congregating to the smallest number possible
- Remove or assign seating to provide additional space between people eating in break rooms
- Open alternative spaces such as empty offices and outdoor areas to allow for more room with less people
- Provide prepacked meals and food delivery to offices or operating departments to reduce lines & waiting.

## 3. Social Distancing – ‘Meeting’ Best Practices

Despite popular belief, face-to-face meetings are not the only way to gather valuable information. Utilizing technology can be just as effective and provide improved productivity!

- Utilize Microsoft Teams or WebEx for internal office meetings
- Implement alternative means for people to obtain needed information such as whiteboards in the workplace or printed instructions delivered to workstations and mailboxes
- When meetings **must** happen, provide an area that allows for adequate space between participants (remove seats and/or limiting participants to critical need only).

Doing all of this and more will be a testament to the Sonoco culture as we work together and look out for each other to endure the uncertainty of this global pandemic. *“One of the strongest aspects of our Company and culture is our ability to rally ourselves through a crisis. I can think of many events over our more than 120-year history where together we successfully navigated through floods, fires, hurricanes, and even financial market distortions to come out a much stronger company.” – Howard Coker, President, and CEO*