

March 31, 2020

Greetings Linfield Staff and Faculty,

I hope and trust that you are faring as well as is possible during this mandated period of social distancing. While we are all finding innovative ways of performing our work, I wanted to provide a few reminders for practicing appropriate social distancing in our office environments:

- **DO** be aware of each person's personal space (now newly expanded...) and be mindful that we all have different comfort levels of people encroaching in that space, especially during anxious times. Communicate with your officemates about your personal space in a professional manner AND be open to accepting such feedback in a professional manner.
- **DO** collaborate and coordinate on projects, programs and our everyday jobs. We need each other and can count on all of our partners in other departments, this is the Linfield way.
- **DO** take responsibility for periodically wiping down your work spaces for your own health and safety and that of officemates and visitors.
- **DO** continue to frequently wash your hands and avoid touching your mouth, nose, eyes, and/or face.
- **DO** stay at home if you are sick or ill.

And here are a few tips gathered from Health and Safety Professionals, Personnel Management Folks and Public Health Advisors on how to deal with our extraordinary work and home life:

- Maintain a routine. As much as possible, social distancing should not disrupt your sleep-wake cycle, working hours and daily activities. This applies whether you are in your normal role on site or in an alternate role or working from home.
- Make social distancing a positive by taking time to focus on your personal health, training, diet (add more fruits, vegetables, vitamins and proteins to your diet) and physical activity levels.
- Reach out to others and offer help. Social distancing should help reinvest in and recreate social bonds. Consider assisting neighbors and other community members. If nothing else, reconnect with an friend or speak to a distant family member.
- Engage in alternative activities to keep your mind and body active. For example, listen to music or sing; try dancing or biking, yoga or meditation; take virtual tours of museums and places of interest; sketch or paint; read books or novels; solve puzzles or play board games; try new recipes; and learn about other cultures.
- Don't isolate yourself completely – social distancing shouldn't become social isolation. Don't be afraid, don't panic and do keep communicating with others.

Thank you for all that you do to keep the Linfield Community safe and healthy.

Erik L Stenehjem

Director of Environmental Health and Safety

estenehjem@linfield.edu

direct: 503.883.2431

cell: 971.237.3910