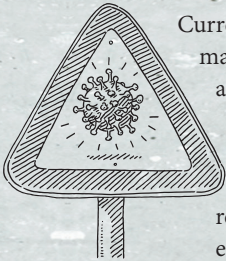


...AND 10 MORE

For the 'New Normal'



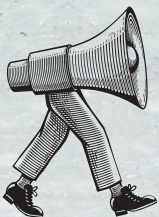
Current circumstances require that we all make a special effort—not only for health and safety, but to help everyone within the workplace feel as calm and productive as possible during these more stressful times. By following these simple tips to reduce noise and improve privacy, we can ensure continued comfort, concentration and collaboration.

Be Mindful of What You're Discussing

Due to social distancing requirements, more conversations will be pushed into open areas rather than being held in closed rooms. Be mindful when conveying private or confidential information and lower your voice level accordingly.

Move Somewhere More Private

Although some or all meeting rooms might be temporarily closed, if discussing confidential matters, try moving



your conversation to a more private location—even if it's just further away in the open area—while ensuring you can still maintain the required distance from others.

Watch Your Video Call Use

Of course, your phone/video calls can also be overheard. Limit their use in open areas, reduce



ringtones and use headsets. Keep in mind that people can still hear you, if not the other person. When using a mic, you don't have to raise your voice level. Same goes for voice control tech.

Masks Are Good for Privacy Too

Wearing a face mask can be a double win. Studies show that they don't impede face-to-face conversation and they also make it harder to lipread, improving privacy at a distance. However, bear in mind that the lack of visual cues poses challenges for the hearing impaired.

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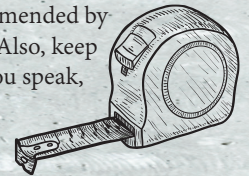
Still Don't Talk or Yell Past Neighbors

Due to social distancing requirements, occupancy limits and designated pathways, it's harder to move around freely, but avoid the temptation to talk over other people's heads.

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Maintain Distance ... and Your Voice Level

It's not necessary to raise your voice when speaking to another person at the distance of 6 feet (2 meters) recommended by public health authorities. Also, keep in mind that the louder you speak, the more likely you are to expel droplets as you talk.



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Turn Away from Potential Listeners

If possible, orient yourself so that you aren't talking directly towards people who aren't participating in your conversation.



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If Verbal Won't Work, Go Electronic

If it's not possible to discuss something privately, use written electronic communication.

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Minimize Headset Use

Headsets aren't a solution to workplace noise—just a Band-Aid. And remember that, right now, no one can tap you on the shoulder in order to grab your attention!



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Avoid 'Water Cooler' Gatherings

Don't congregate in groups where you can't properly distance. It's both a health and noise risk.

We are stronger together