

EMPLOYEE WORKPLACE GUIDANCE AND CHECKLIST FOR COVID-19

There are pro-active and simple ways to prevent the spread of COVID-19 in your workplace. The low-cost measures below will help prevent the spread of infections in your office areas, such as colds, flu and stomach bugs and protect your customers, contractors and employees.

	Wipe down all workstation surfaces and other frequently touched surfaces (desks/tables/doorknobs) and objects (telephones, keyboards) with disinfectant wipes daily .
	Use hand sanitizer and replace and/or refill as needed.
	Wash your hands frequently and thoroughly and encourage customers to do the same. <ol style="list-style-type: none">1. Wet your hands with clean, running water (warm or cold) and apply soap.2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.4. Rinse your hands well under clean, running water.5. Dry your hands using a clean towel or air dry them. Turn the water off using the towel you used to dry your hands.
	Practice good respiratory hygiene . <ul style="list-style-type: none">• Cover coughs and sneezes.• Avoid touching your face and eyes.• Use paper tissues and dispose in trash cans.• Currently, the Centers for Disease Control and Prevention (CDC) do not recommend that the general public wear masks of any kind if not sick.
	Stay home if you are sick with a mild cough or low-grade fever. <ul style="list-style-type: none">• You should also consider staying home (or working from home) if you have had to take simple medications, such as acetaminophen or ibuprofen or aspirin, which may mask symptoms of a fever.