

How to Protect Yourself in the Workplace during a Pandemic

STOP
the **SPREAD**



1. Stay home if you are sick.
2. Wash your hands frequently with soap and water for **20** seconds or with a hand sanitizer if soap and water are not available.
3. Avoid touching your nose, mouth, and eyes.
4. Cover your coughs and sneezes with a tissue, or cough and sneeze into your upper sleeve. Dispose of tissues in no-touch trash receptacles.
5. Wash your hands or use hand sanitizer after coughing, sneezing, or blowing your nose.
6. Avoid close contact (within **6** feet) with coworkers and customers.
7. Avoid shaking hands and always wash your hands after physical contact with others.
8. If wearing gloves, always wash your hands after removing them.
9. Keep frequently touched common surfaces (telephones, computers, desks, etc.) clean.
10. Try not to use other workers' phones, desks, offices or other work tools and equipment.
11. Minimize group meetings; use emails, phones, and text messaging. If meetings are unavoidable, avoid close contact (within **6** feet) with others and ensure that the meeting room is properly ventilated.
12. Limit unnecessary visitors to the workplace.
13. Maintain a healthy lifestyle; attention to rest, diet, and exercise and relaxation helps maintain physical and emotional health.