

Keeping the Workplace Safe

Encourage your Employees to...

PRACTICE GOOD HYGIENE



- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Clean hands at the door and schedule regular hand washing reminders by email
- Increase ventilation by opening windows or adjusting air conditioning
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Stop handshaking – use other non-contact meetings of greeting

BE CAREFUL WITH MEETINGS AND TRAVEL



- Use video conferencing for meetings when possible
- When not possible, hold meetings in open, well ventilated spaces
- Consider adjusting or postponing large meetings or gatherings
 - Assess the risks of business travel



HANDLE FOOD CAREFULLY

- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene



STAY HOME IF ...

- They are feeling sick
- They have a sick family member in their home



Source: Centers for Disease Control and Prevention