



Keeping the Workplace Safe

Encourage your employees to...

Practice good hygiene



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

Be careful with meetings and travel



- ⦿ Use videoconferencing 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

What every American and community can do now to decrease the spread of the coronavirus