

STOP THE SPREAD OF GERMS AT WORK



COVER YOUR MOUTH AND NOSE WHEN YOU SNEEZE OR COUGH.

Cough or sneeze into a tissue and throw it away; use your arm or sleeve to cover if you do not have a tissue.

CLEAN YOUR HANDS OFTEN

Wash your hands with soap and water, vigorously rubbing together the front and back for 20 seconds. Or use 70% alcohol-based hand sanitizers, rubbing hands until they are dry.



CLEAN SHARED SURFACES AND EQUIPMENT

Use disinfectants to clean commonly touched items such as doorknobs, faucet handles, copy machines, coffee pot handles, desktops, handrails, microwave buttons, keyboards, and elevator buttons. Germs travel fast with multiple hands touching shared surfaces.



AVOID TOUCHING YOUR EYES, NOSE OR MOUTH

Germs need an entry point, and the average adult touches his or her face once every three to four minutes. Keep hand sanitizer at your desk to use after meetings or before grabbing one of those bagels from the breakroom.



STAY HOME WHEN YOU ARE SICK AND SEE A HEALTH CARE PROVIDER

When you are sick or have flu symptoms, stay home, get plenty of rest and check with a health care provider as needed.



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