

# COVID-19 OFFICE SAFETY



**STAY HOME AND CONTACT YOUR SUPERVISOR IF YOU ARE EXPERIENCING ANY OF THE FOLLOWING:**

- ▶ 100.4 fever or higher
- ▶ New cough or shortness of breath
- ▶ New loss of taste or smell
- ▶ Have had close contact with someone who tested positive for COVID-19
- ▶ Are awaiting COVID-19 test results
- ▶ Chills
- ▶ Repeated shaking with chills
- ▶ Muscle pain
- ▶ Headache
- ▶ Sore throat



- ▶ When not feasible, use a face covering (ex. bandana or mask)
- ▶ Limit 2 people per office
- ▶ No more than 10 people in one room (even with 6 ft spacing)
- ▶ Communal break areas will be restricted
- ▶ Minimize ride-sharing. When ride-sharing, ensure adequate ventilation



## PRACTICE GOOD HYGIENE

- ▶ Wash your hands with soap and water (or use sanitizer)
- ▶ Avoid touching your face
- ▶ Sneeze or cough into a tissue or the inside of your elbow
- ▶ Frequently disinfect used items and surfaces

