Keep Yourself and Others Safe from COVID-19 When Returning to Work

It's important to protect yourself and others from COVID-19 by taking every day preventative actions:

Keep Your Hands Clean

- Avoid touching your eyes, nose, and mouth with unwashed hands
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, after blowing your nose, coughing, or sneezing, and after using others' or shared equipment
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol

Avoid Close Contact

- Maintain about 6 feet of distance between yourself and other people
- Wear cloth face coverings (if appropriate) when social distancing is difficult to maintain
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect between employees if sharing occurs.
- Remember that some people without symptoms may be able to spread the virus

If You Are at Increased Risk for Severe Illness…

Contact management to request special accommodations that will allow you to perform your job duties safely.

For more information, visit www.cdc.gov/coronavirus/2019-ncov/community/resuming-business-toolkit.html

Note: For up to the minute information and guidance on COVID-19, please follow the guidelines of the Centers for Disease Control and Prevention (CDC) and your local health organizations.