

# 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 remind employees to regularly wash their hands
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly



### BE CAREFUL WITH MEETINGS AND TRAVEL

- Use video conferencing for meetings when possible
- Assess the risk 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