



# COVID-19 Safe Workplace Guidance

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## Preventative Hygiene Practices

- Avoid handshaking; embracing coworkers, visitors or friends; gathering in close quarters; and do not drive with passengers.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Stay home while you are sick and avoid close contact with others.
- Avoiding touching surfaces touched by others, to the extent feasible.
- Cover your mouth and nose with a tissue when coughing or sneezing or do so into your elbow.
- It is important to clean hands often, including immediately after removing gloves and after contact with any person.
  - Wash your hands often for at least 20 seconds. Use soap and water or an alcohol-based hand sanitizer that contains at least 60% alcohol.
  - If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
  - Additional key times to clean hands include:
    - After blowing one's nose, coughing or sneezing
    - After using the restroom
    - Before eating or preparing food
    - Before and after providing routine care for another person who needs assistance