PROTECTING YOURSELF DURING THE
CORONAVIRUS
(COVID-19) PANDEMIC

The Occupational Safety and Health Administration (OSHA) suggests taking these steps to protect yourself in the workplace during a pandemic:

- **STAY HOME** if you are sick.

- **WASH YOUR HANDS FREQUENTLY WITH SOAP AND WATER FOR 20 SECONDS** or with a hand sanitizer if soap and water are not available.

- **AVOID TOUCHING YOUR NOSE, MOUTH, AND EYES.**

- **COVER YOUR COUGHS** and sneezes with a tissue, or cough and sneeze into your upper sleeve. Dispose of tissues in no-touch trash receptacles.

- **WASH YOUR HANDS** or use a hand sanitizer after coughing, sneezing, or blowing your nose.

- **AVOID CLOSE CONTACT** (within 6 feet) with coworkers and customers.

- **AVOID SHAKING HANDS** and always wash your hands after physical contact with others.

- If wearing gloves, always **WASH YOUR HANDS** after removing them.

- Keep frequently touched **COMMON SURFACES (FOR EXAMPLE, TELEPHONES, COMPUTER EQUIPMENT, ETC.) CLEAN.**

- **TRY NOT TO USE OTHER WORKERS'** phones, desks, offices, or other work tools and equipment.

- **MINIMIZE GROUP MEETINGS;** use emails, phones, online meeting tools, and text messaging. If meetings are unavoidable, avoid close contact (within 6 feet) with others and ensure that the meeting room is properly ventilated.

- **LIMIT UNNECESSARY VISITORS** to the workplace.

- **MAINTAIN A HEALTHY LIFESTYLE;** attention to rest, diet, exercise, and relaxation helps maintain physical and emotional health.

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