

# STEPS TO A COVID FREE OFFICE

## DON'T TOUCH

Avoid touching your face, nose, eyes and mouth to prevent the spread of germs from contaminated surfaces from entering your body.



How to protect yourself and your co-workers in the office.

## WEAR A MASK

When in public, or in close proximity to others, ensure that you wear a mask to protect both yourself and others from spreading potential germs.



## WASH YOUR HANDS

Wash your hands frequently throughout the day with soap and water for at least 20 seconds. Or use an alcohol based hand sanitizer.



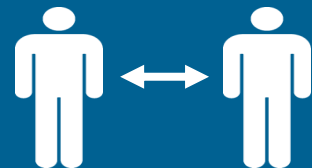
## DISINFECT

Regularly clean and disinfect your work area, desk, phone and any other frequently touched surfaces. Be sure to cover common areas used by all employees in the office.



## SOCIAL DISTANCE

Maintain a 6 foot distance, approximately 2 arms length, between yourself and others. Avoid large crowds and busy areas if possible.



## STAY HOME WHEN SICK

If you feel sick, stay home to prevent the spread of germs. Remain at home until better. Contact a physician if you are experiencing COVID-19 related symptoms and get tested.

