

# PREVENT THE SPREAD OF GERMS IN YOUR OFFICE

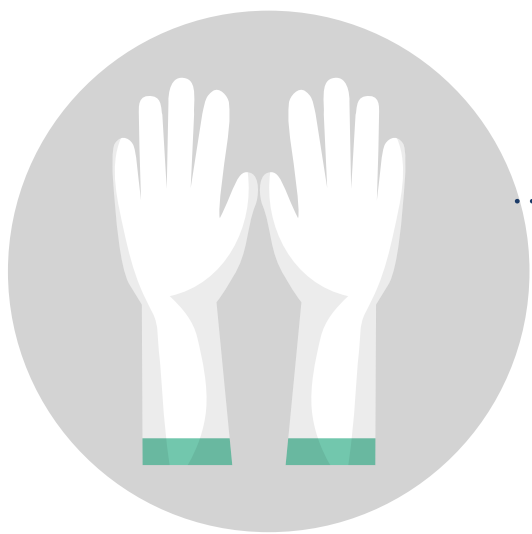


## WASH HANDS

- All employees must wash hands when:
  - You arrive at the office (before your shift and after lunch)
  - Before you leave the office (before lunch and before your end of day)
  - After any bathroom use

## OFFICE CLEANLINESS

Use disinfectants to clean commonly touched items such as countertops, printer panels, application table knobs, blades used at cutting stations, and desktops. Keep only one pen at the front desk and wipe after each customer use.



## PACKAGING/INNER OFFICE

- When packing up inner office jobs wear disposable gloves. Before opening inner office boxes, disinfectant wipe or spray any packaging. Wear disposable gloves while opening packages.

## AVOID TOUCHING YOUR EYES, NOSE OR MOUTH

Keep hand sanitizer at your desk to use after meetings with customers or sales people or before grabbing a snack from your breakroom.

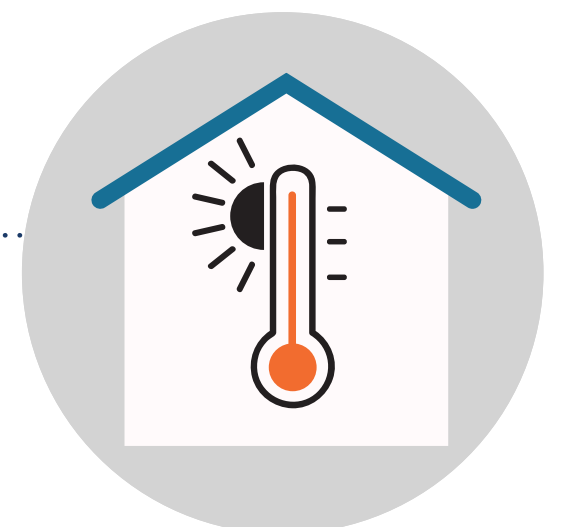


## COVER YOUR MOUTH AND NOSE WHEN YOU SNEEZE OR COUGH

- Cough or sneeze into a tissue and then throw it away; use your arm or sleeve to cover if you do not have a tissue. Limit the shop area where visitors can walk through to reduce risk for you and your customer.

## MONITOR YOUR TEMPERATURE/HEALTH AT HOME

Take your temperature daily and monitor any other health related symptoms that may occur. STAY HOME when you or other household members are sick or display symptoms. Visit a health care provider when needed.



Courtesy of