COVID-19 SAFETY IS EVERYONE’S BUSINESS
TOGETHER, WE CAN BUILD A CULTURE OF COVID-19 PREVENTION.

Wear a mask or face covering over your nose and mouth
Practice social distancing
When possible, complete tasks remotely
Communicate electronically or by phone
Participate in virtual meetings
Work a staggered shift
Eat outside – avoid the break room
Take the stairs, avoid the elevator

Use 60% (or higher) ethanol/isopropanol hand sanitizer
Disinfect high-touch surfaces and equipment
Space work stations 6 feet apart
Visit with sales reps virtually
Postpone business travel
If possible, avoid public transit to/from work
Wash your hands for at least 20 seconds
Avoid touching your face

Other Office Safety Measures*
- Record temperatures upon office entry
- Send ill-feeling staff home
- Require staff with any symptoms to stay home
- Install physical barriers
- Place floor tape or other distancing markers
- Provide hand sanitizer
- Close common areas and high-traffic spaces
- Limit the number of visitors
- Limit capacity of shared spaces
- Provide outdoor seating
- Maximize filtered airflow or natural ventilation

*Check the Centers for Disease Control and Prevention and the Equal Employment Opportunity Commission websites, as well as local ordinances for specific office safety guidance and requirements.