PLAYING IT
SAFE

Be safe and healthy on the job at with these helpful tips.

Office Safety During Flu Season
Tips to avoid spreading illness

An influenza outbreak is a serious concern in the office. You work closely and come in direct contact with others frequently, which means germs and bacteria can spread easily from person to person.

The best strategy for reducing your risk of becoming ill with a virus is to avoid crowded settings and other situations that increase the risk of exposure to an infected individual. Since you must work in an environment with many others, stay healthy by observing good hygiene and distancing precautions, such as the following:

- Stay home from work when you are sick.

- Wash your hands frequently with soap and warm water for at least 20 seconds or use 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. Then, dispose of the tissue in a no-touch trash bin.

- Wash your hands or use a hand sanitizer after coughing, sneezing or blowing your nose.

- Avoid close contact with co-workers (stay six feet away whenever possible).

- Avoid shaking hands and always wash your hands after physical contact with others.

- Keep frequently touched surfaces (telephones, computer keyboards, etc.) clean.

- If you need to wear gloves, wash your hands after removing them.

- Try not to use others workers' supplies, phones, computers, desks, offices, work tools, etc.

- Minimize group meetings when possible—use email, phones and text messaging instead. If meetings are unavoidable, avoid close contact with others and ensure that the meeting rooms are properly ventilated.

- Limit unnecessary visitors in the workplace.

Did You Know?

If you are unable to find a sink, alcohol-based hand sanitizer is just as effective at killing germs as washing your hands with soap and water.