How to Stay Safe in the Workplace

**SOCIAL DISTANCING**

- **SIX FEET**
  - Remain at least six feet apart from others to the greatest extent possible, both inside and outside workplaces

- **FACE MASK**
  - Use a face covering or mask at all times

- **PROTOCOLS**
  - Follow established protocols and review company signage for safe social distancing

**HYGIENE PROTOCOLS**

- **WASH HANDS**
  - Wash hands frequently and properly with soap and water for at least 20 seconds

- **HAND SANITIZER**
  - Clean hands with alcohol-based hand sanitizer that contains 60% alcohol if soap and water is not available

- **SANITIZATION**
  - Provide regular sanitization of high touch areas, such as workstations, equipment, screens, door knobs, restrooms, etc.

**EMPLOYEE RESPONSIBILITIES**

- **STAY HOME**
  - If you are running a fever or sick do not come into work

- **SICK TIME**
  - Follow company policy if you are sick and need to take time off work

- **CALL A DOCTOR**
  - Get rest and stay hydrated. Take recommended over-the-counter medicines to help you feel better. Consult with a doctor if your symptoms become worse