

SAFER

Safe Actions For Employee Returns



Workplace Hygiene

This outline provides guidance for personal hygiene skills and habits that should be encouraged at home and in the workplace.

Basic Prevention

- Avoid close contact with people who are sick or are exhibiting symptoms
- Cover your cough or sneeze with a tissue, then properly discard the tissue
- Clean and disinfect frequently touched surfaces and objects
- Avoid sharing tools and equipment
- Avoid touching your eyes, nose, and mouth
- Stay home when you are sick, except to get medical care
- Wash your hands often with soap and water for at least 20 seconds

Workplace Hygiene

Respiratory Etiquette

- Encourage covering nose and mouth if you cough or sneeze
- Turn away from others when coughing or sneezing

Hand Hygiene

- Promote thorough and frequent handwashing
- Make hand sanitizer available in multiple locations adjacent to common touchpoints

Avoid Touch Points

- Provide disposable wipes so common touchpoints can be disinfected before and after use
- Discourage the use or borrowing of other people's phones, desks, offices, or equipment

The High Five of Hand Hygiene

1. Wash hands for at least 20 seconds
2. Keep your hands dry; germs spread more when damp
3. Avoid shaking hands, or apply hand sanitizer afterward
4. Use hand sanitizer with 60% alcohol content or more
5. Avoid touching your face