

## COVID-19 Health Protocols

- All of us should avoid touching our eyes, nose, or mouth with our hands.
- All offices that are closed to public foot traffic should allow no-one in the office other than assigned staff.
- Anyone with cold or flu symptoms should stay home until they fully recover and are free of fever and cough for 24 hours without using medicine suppressants. If there is a question about whether you should be at work, your manager will direct you to your healthcare provider.
- Do not use common equipment unless specifically assigned and followed by washing of hands and appropriate use of disinfectant wipes and sprays.
- In-person interactions and conversations can occur safely. These interactions should be conducted at a safe distance of a minimum 6 feet apart or by phone. Observe the guidance on “social distancing”.
- No common gatherings, which includes lunchrooms, mailrooms, meeting rooms and/or any informal location.
- No one may come to work if they have cold or flu symptoms or if they know that they have been in contact with someone with similar symptoms.
- Only assigned and pre-approved staff will work.
- Take individual responsibility for implementing person-level actions, including washing hands frequently for twenty seconds and not touching your face at all. Gels, wipes and sprays are not as effective as a thorough washing of one's hands.
- Use disinfectant sprays or disposable cloths on frequently used work surfaces and equipment.
- When occasional sneezing occurs, direct any spray to the inside of your elbow rather than into your hands.