

QEHS SPECIAL EDITION TOOLBOX

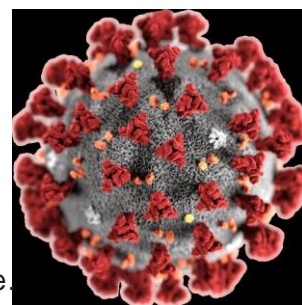
MONTHLY TOPICS
COVID-19

Original Date **4/10/2020**
Revised Date **4/10/2020**

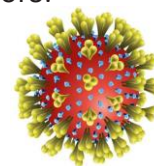
SPECIAL TOPIC
Protecting Yourself

PROTECTING YOURSELF DURING THE **CORONAVIRUS** (COVID-19) PANDEMIC

The Occupational Safety and Health Administration (OSHA) suggests taking these steps to protect yourself in the workplace during a pandemic:



- **STAY HOME** if you are sick.
- **WASH YOUR HANDS FREQUENTLY WITH SOAP AND WATER FOR 20 SECONDS** or with 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, or cough and sneeze into your upper sleeve. Dispose of tissues in no-touch trash receptacles.
- **WASH YOUR HANDS** or use a hand sanitizer after coughing, sneezing, or blowing your nose.
- **AVOID CLOSE CONTACT** (within 6 feet) with coworkers and customers.
- **AVOID SHAKING HANDS** and always wash your hands after physical contact with others.
- If wearing gloves, always **WASH YOUR HANDS** after removing them.
- Keep frequently touched **COMMON SURFACES (FOR EXAMPLE, TELEPHONES, COMPUTEREQUIPMENT, ETC.) CLEAN.**
- **TRY NOT TO USE OTHER WORKERS'** phones, desks, offices, or other work tools and equipment.
- **MINIMIZE GROUP MEETINGS;** use emails, phones, online meeting tools, and text messaging. If meetings are unavoidable, avoid close contact (within 6 feet) with others and ensure that the meeting room is properly ventilated.
- **LIMIT UNNECESSARY VISITORS** to the workplace.
- **MAINTAIN A HEALTHY LIFESTYLE;** attention to rest, diet, exercise, and relaxation helps maintain physical and emotional health.



**STAY HOME IF YOU
ARE SICK.**

IF YOU HAVE CORONAVIRUS SYMPTOMS,
STAY HOME EXCEPT TO GET MEDICAL CARE.