In the Workplace

Use social distancing when possible.

Keep at least six feet apart from other people as much as possible.

Stay home if you are feeling ill.

Wash your hands.

Wash your hands often for at least 20 seconds.

If soap and water are not available, use hand sanitizer that contains 60% alcohol.

Avoid touching your face, nose and eyes.

Wear face masks.

Wear a face mask covering your nose and mouth while at the workplace.

If working at a health care facility, follow guidelines for use of other PPE, such as gloves, gowns, etc.

Clean and disinfect your workplace.

Clean and disinfect common spaces regularly.

Give attention to high-touch areas.

Preventing the Spread of COVID-19 While in the Workplace
Using Personal Protective Equipment (PPE)

**Gloves**
- Pull gloves up over the wrists of the gown or clothing sleeves.
- Remove by pinching and holding the outside of the glove near the wrist and pulling down, turning it inside out.
- Dispose of gloves immediately and wash your hands.

**Masks**
- Cover your mouth and nose securely with the face mask. Fit mask snug to your face and below the chin.
- Remove the mask by the straps. Do not touch the front of the mask.
- Discard your mask immediately and wash your hands.

**Face Shields**
- Place over your face and eyes. Adjust to fit.
- Remove the shield by lifting the head band or ear pieces.
- Place in receptacle for reprocessing and reuse or dispose immediately. Wash your hands.

**Other Tips**
- Practice social distancing. Keep at least six feet apart from other people as much as possible.
- Stay home if you are feeling ill.
- Clean and disinfect your workspace regularly.

Preventing the Spread of COVID-19 While in the Workplace