

# STAY HOME - STAY SAFE TIPS

- Do not allow visitors in your home. Only those who live in your household should be in the home.
- Cover your coughs and sneezes.
  - Cover your nose and mouth with a tissue.
  - Throw away used tissue when you're done.
  - Use your sleeve or elbow if you don't have a tissue.
- Wash or sanitize your hands.
  - Wash your hands often.
  - Wash with soap and water for at least 20 seconds (the time it takes to hum the "Happy Birthday" song twice).



- Use hand sanitizer with at least 60% alcohol if you don't have soap and water. You can also use it after handwashing but never in place of handwashing when possible. Soap and water are always best!
- Wash your hands before and after touching your eyes, nose, or mouth.
- Clean frequently touched surfaces and objects like laptops, computers, phones, door handles, TV remotes, switches, counters, etc.
  - Use soap and water, a bleach and water solution, or products with a label that says "EPA-approved" to clean items, such as handrails and doorknobs. Always follow the directions on product labels.

# DURING SHELTER AND PLACE ORDER

## YOU CAN:

- Go to the grocery store or pick up take-out food.
  - Limit shopping to one trip per week for essentials.
  - Shop alone rather than in groups.
  - Maintain six feet of distance from other customers and store workers when shopping.
  - Do not take personal items such as a purse into the store with you.
  - Utilize reusable bags that can be washed immediately like canvas or cloth.
- Go to the pharmacy to pick up a needed prescription.
- Engage in outdoor activities like walking, hiking, running, biking.
- Go to the hospital or doctor for medical care.
- Fill your car with gas.
- Walk your pets and take them to the veterinarian for medical care.

## YOU MAY NOT:

- Leave the home to work unless your employer designates you as an essential worker. Those employees considered essential are outlined in the county shelter in place order.
- Participate in any public gatherings.
- Visit someone in the hospital, nursing home, or other residential care facilities (with limited exceptions).
- Go to visit relatives and friends in their homes.

## WORK SAFE TIPS

- Work from home whenever possible!
  - Use video technology like Zoom, Skype, Microsoft Teams or other such applications to conduct meetings. No one should feel the need to meet in person.

- Only those workers who are critical to on-site operations should report to work. If workers must be on-site employers should create a safe work environment.
  - Make sure employees are six feet apart. This often means establishing new protocols Plexiglass shields at cash registers and lines on business floors are excellent examples. Please follow these new safety measures.
  - Close communal spaces such as lunchrooms, breakrooms, meeting rooms and other gathering spaces to avoid unnecessary person-to-person exposure.
  - Increase cleaning of all high-touch and high-traffic areas throughout the day.
- Require sick workers to stay home. Even workers with mild symptoms should avoid the workplace, report the situation to their supervisor and remain home.
- Encourage proper hygiene. Employers should provide sufficient hand sanitizing stations, guidelines for proper hand washing and soap at all hand-washing stations to ensure proper hygiene at the workplace.
- Adjust work schedules to limit the number of people working at one time such as creating alternating shifts or days off.
- No guests and other visitors should be allowed access to any office or worksite.