

# Stay Well!

## Wash your hands

Wash your hands often, for 40-60 seconds every time (scrub hands with soap for at least 20 seconds). Thorough and frequent hand washing is the most effective way to reduce the spread of infectious disease.

Wash your hands...

- after you sneeze or cough
- after you use the bathroom
- before you eat
- before you touch your eyes, nose or mouth



## Cover your cough

When you cough or sneeze, cover it with a tissue or with your upper sleeve. Always throw away used tissues in the bin.

Stay at home if you feel sick.

## Keep the workplace clean

Use normal supplies and clean regularly.

Wipe shared objects and work areas daily, or more often if you think they've been contaminated. Items to be wiped include:

- Phones
- Computers (screen, keyboard, mouse)
- Desks and counters
- Chairs and arm rests
- Light switches
- Temperature controls (thermostat)
- Buttons on photocopier, fax machine
- Door handles
- Conference room equipment
- Toilet flush buttons



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