



## Tips to keep the flu bug OUT of the workplace.

- Wash your hands with soap and water for at least 20 seconds
- Allow/encourage employees to stay home when they are ill. Employees should not return to work until they are fever free for 24 hours without fever reducing medication
- If you have fever, excessive sneezing, coughing or a runny nose, do not return to work
- Cough or sneeze into a tissue or your elbow...not your hands
- Keep antibacterial hand sanitizers readily available around the office
- Clean your desktop and office door handles with disinfectant
- Use an alcohol wipe for phones that are used by more than one person
- Wash your hands after touching elevator buttons, stair rails or escalator arms
- Use a tissue or the edge of your sleeve or shirt to open doors

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