

# WORKPLACE WELLNESS

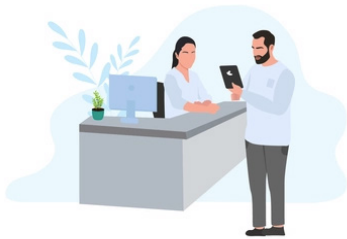
## These places are found to have high levels of bacteria in the office

There is no vaccine to prevent coronavirus 2019 (COVID-19). The best way to prevent illness is to avoid exposure to the virus. However, that's not always possible. Here are some preventative actions recommended by the CDC that you can do to help prevent the spread of disease.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Wash your hands often.

## HOW TO DISINFECT

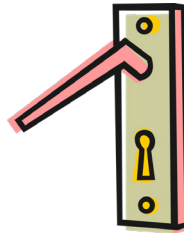
1. Apply the appropriate disinfectant with a cloth, sponge, or spray on the affected area and keep it wet for 10 minutes. If it dries, it needs to be reapplied.
2. Wipe the area after ten minutes.
3. When finished, discard any wipes or cloths used. Do not reuse cleaning cloths in more than one area.
4. Hand hygiene is just as important as disinfecting. Be sure you are using warm water and soap for **20 seconds**.



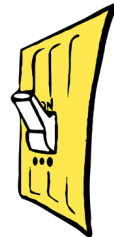
Front Desk Area –  
Where visitors sign in.



Entrance to outside  
Entrance to office



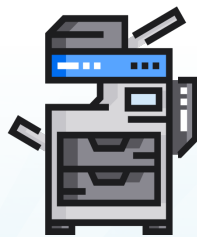
Door handles



Light switches



Desktop



Copier Key Pad & Lift



Phone



Computer keyboard &  
mouse



Personal phone



Stapler



Calculator



Headsets