

# Prevent the Spread



Be ready for the flu and other infectious diseases in the workplace.

# 10 Tips for Employers

## 5 Healthy Hygiene Habits



to protect against viruses



- Cover your mouth and nose with a tissue when you cough or sneeze, or cough into your sleeve.
- Throw away used tissues immediately.
- Wash your hands, especially after using tissues.
- Avoid touching your eyes, nose or mouth. Germs on your hands can transfer into your body.
- Stay home or keep your distance when you are ill or not feeling well. Stay at least 2 metres away to prevent infecting people around you.





## How to wash your hands



- 1 Remove any rings or other jewellery. 
- 2 Wet and lather your hands and wrists with soap. When using bar soap, set it on a rack to dry after use. 
- 3 Scrub for 15-20 seconds: palm to palm, between and around fingers, back of each hand, fingertips and under nails. 
- 4 Rinse thoroughly under running water. 
- 5 Dry hands with a single use towel or air dryer. 
- 6 Protect your hands from touching dirty surfaces while in the washroom, and as you leave. 

## information and updates



- Provide hand washing facilities and extra sanitizing gels in key places.
- Make sure work surfaces are kept clean including door knobs and hand railings as well as shared telephones, keyboards, and boardroom tables.
- Increase the distance between workstations.
- Make sure ventilation systems are working properly.
- Allow working from home where possible. 
- Develop corporate policies that let workers know what to expect in terms of sick leave and leave to care for families. Make sure workers know that they can – and should – stay home if they are not feeling well.
- Encourage workers to get a seasonal flu shot. 
- Create a business continuity plan that details how you will continue to function during or after a flu and infectious disease outbreak.
- Cross train workers so that others can cover job duties if necessary.

[www.ccohs.ca/outbreaks/](http://www.ccohs.ca/outbreaks/)



Staying home when sick and handwashing are the most effective ways to help slow the spread of a virus.