

## Stay Healthy at Work

The workplace is a breeding ground for flu-causing germs. Employees often come to work when they're sick, which exposes others to the virus. Germs can live for at least two hours on surfaces like doorknobs, phones, desks and tables.

Here are healthful hints to minimize the spread of infection to co-workers, clients and family.

- Cover your mouth and nose with a tissue (not your bare hand) when coughing or sneezing. If a tissue is not available, cough or sneeze into your sleeve or into the crook of your elbow.
- Distance yourself from other people by at least three feet when coughing or sneezing.
- Wash your hands frequently with warm water and soap or use an alcohol-based hand sanitizer or disposable hand wipes.
- Clean and disinfect shared surfaces and frequently touched equipment. Avoid using co-workers' phones, mouses, keyboards, etc.
- Avoid touching your eyes, nose or mouth.
- If wearing gloves, wash your hands after removing them.
- Minimize group meetings, instead use e-mails or phones. If meetings are unavoidable, avoid close contact with others.
- If you get sick, stay home until your fever subsides for 24 hours after the use of fever-reducing medication.
- Follow your employer's procedures if you stay home or need to leave work due to illness.