

# Employee Cold & Flu Season Guidelines

We encourage all employees to take the following measures to help prevent and reduce the spread of sickness in the workplace.

## *Get A Flu Shot*

The influenza vaccine is the most effective way of reducing the likelihood of getting the flu.

## *Practice Good Workplace Hygiene*

- 1. Wash your hands**, especially before touching the mouth/nose/eyes. Wash for 20-30 seconds with soap and warm water or sanitizer gel, making sure to get under the nails.
- 2. Cover coughs and sneezes** with tissues or the elbow to help decrease the spread of germs. Sneezing can spread germs up to 200 feet (according to the MIT sneeze study) and can become airborne and circulate throughout the workplace.
- 3. Refrain from touching your eyes, nose or mouth**, which are the areas through which cold, flu and seasonal illnesses are spread.

## *Avoid Close Contact With Sick Co-Workers*

If you must be in close contact with those whom you know are sick, ensure that you follow workplace hygiene precautions.

## *Clean and Disinfect Shared Work Surfaces*

Use antibacterial wipes before touching surfaces that are shared. This includes doorknobs, handles, keyboards and even the buttons on the copy machine.

## *Eat Well, Rest, Exercise and Manage Stress*

A healthy mental and physical state, along with caring for any chronic health conditions you may have, can go a long way in boosting your immune system.

## *If You Are Sick - Stay at Home*

Contact your manager if you become sick to make work arrangements. Staying at home reduces the spread of sickness in the work place. Please eat well, rest, drink plenty of fluids, contact your doctor and get well soon.

