

**REDUCE YOUR RISK**

**FEELING SICK? STAY HOME!**



**If you feel unwell or have the symptoms below,  
PLEASE DO NOT ENTER THE BUILDING AND  
CONTACT YOUR HEALTH CARE PROVIDER.  
Then follow up with your supervisor.**

**DO NOT ENTER IF YOU HAVE:**



**FEVER**



**COUGH**



**SHORTNESS  
OF BREATH**



**REDUCE YOUR RISK**

# HOW TO PROPERLY WASH YOUR HANDS



**WET HANDS AND APPLY SOAP**



**RUB PALM TO PALM**



**RUB PALMS WITH FINGERS INTERLACED**



**SCRUB THE BACK OF YOUR HANDS**



**CLEAN BASE OF THUMBS**



**WASH FINGERTIPS AND FINGERNAILS**



**RINSE HANDS WITH WATER**



**DRY HANDS WITH TOWEL**



**YOUR HANDS ARE NOW CLEAN!**

**KEEPING YOUR HANDS CLEAN IS ONE OF THE MOST IMPORTANT THINGS YOU CAN DO TO REDUCE YOUR RISK AND STAY HEALTHY.**

## REDUCE YOUR RISK

# PRACTICE EVERYDAY PREVENTION



### COVER COUGHS

Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.



### WASH YOUR HANDS

Wash your hands often with soap and water for 20 seconds. Use hand sanitizer if soap and water are unavailable.



### MASK UP!

When you wear a mask, you protect others. When others wear a mask, they protect you.



### PRACTICE SOCIAL DISTANCING

Stay 6 feet apart from others.



### DISINFECT ITEMS AND SURFACES

Disinfect commonly touched items such as keyboards, cell phones, copy machines, and other office appliances.



### STAY HOME IF YOU ARE UNWELL

If you are sick, feel sick, or have any symptoms, stay home.



## REDUCE YOUR RISK

# MAKING A CLOTH FACE COVERING USING FABRIC, T-SHIRTS OR BANDANAS



### MATERIALS NEEDED:

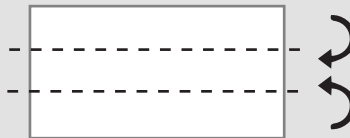


#### STEP ONE:



Fold bandana in half.

#### STEP TWO:



Fold top down, then  
fold bottom up.

#### STEP THREE:



Place rubber bands or hair ties  
about 6 inches apart.

#### STEP FOUR:



Fold side to the middle and tuck.

#### STEP FIVE:



Your mask is ready to wear.



### REMOVING YOUR FACE COVERING:

Be careful not to touch your eyes, nose or mouth when removing face covering, and wash hands immediately after removing.

### CLEANING YOUR FACE COVERING:

Place in washing machine immediately after use. Wash using detergent and dry.

