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
HOW TO PROPERLY WASH YOUR HANDS

1. Wet hands and apply soap
2. Rub palm to palm
3. Rub palms with fingers interlaced
4. Scrub the back of your hands
5. Clean base of thumbs
6. Wash fingertips and fingernails
7. Rinse hands with water
8. Dry hands with towel
9. 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.
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.
MAKING A CLOTH FACE COVERING USING FABRIC, T-SHIRTS OR BANDANAS

MATERIALS NEEDED:
- Bandana (or square cotton cloth approx. 20"x20")
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

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.