

# TOOLBOX TALK

## HYGIENE

The best way to reduce your risk of exposure to most illnesses in your workplace is to use the basic hygiene precautions listed below and to avoid close contact with ill people. Germs can easily be passed through shaking hands and by touching germ “hotspots” such as doorknobs, children’s toys, faucets, countertops, desktops, handrails, remote controls, and telephones.

### PROTECT YOURSELF:

- **Stay at home if you are sick.** The CDC recommends that workers who have a fever and respiratory symptoms stay at home until 24 hours after their fever ends (100 degrees Fahrenheit or lower), without the use of medication. Not everyone who has the flu will have a fever. Other symptoms could include a runny nose, body aches, headache, tiredness, diarrhea, or vomiting
- **Wash your hands frequently with soap and water for 20 seconds; use an alcohol-based (60% or more) hand rub if soap and water are not available.**
- **Avoid touching your nose, mouth, and eyes.**
- **Cover your coughs and sneezes with a tissue, or cough and sneeze into your upper sleeve(s). Throw tissues into a wastebasket.**
- **Clean your hands after coughing, sneezing, or blowing your nose.**
  1. When using soap and water, rub soapy hands together for at least 20 seconds, rinse hands with water, and dry completely.
  2. If soap and water are not available, use of an alcohol-based hand rub is a helpful interim measure until hand washing is possible. When using an alcohol-based hand rub, apply liquid to palm of hand, cover all surfaces of the hands with the liquid, and rub hands together until dry.
- **Keep frequently touched common surfaces (e.g., telephones, computer equipment, etc.) clean.**
- **Try not to use a coworker’s phone, desk, office, computer, or other work tools and equipment.** If you must use a coworker’s equipment, consider cleaning it first with a disinfectant.
- **Avoid shaking hands or coming in close contact with coworkers and others who may be ill.**

### Follow these easy steps to help prevent the spread of infections.



◀ Washing your hands often with soap and water for at least 20 seconds.



◀ Staying home when you are sick.



◀ Covering your cough or sneeze.



◀ Cleaning and disinfecting frequently touched objects and surfaces.



COVID-19 and the flu spread when an infected person coughs or sneezes. Prevent the spread of these and other respiratory illnesses by washing your hands, covering your cough or sneeze, stay home when you are sick, and clean frequently touched objects and surfaces.



Building A Healthy Boston | Mayor Martin J. Walsh

For more information, visit [www.bphc.org](http://www.bphc.org)

**If you exhibit any symptoms of Coronavirus (Cough, Fever, Shortness of Breath) stay home, consult your physician and Inform Your Manager**

