



At home or otherwise away from the workplace

All workers, including managers and supervisors

1 At home or otherwise away from the workplace, all workers should observe the following preventive actions:

- Wash hands often with soap and water for at least 20 seconds. An alcohol-based hand sanitizer (at least 60% alcohol) can be used if soap and water are not available, but handwashing is more effective
- **Cover coughs and sneezes with a tissue or sleeve;** if using a tissue, dispose of the tissue and wash hands immediately afterward
- **Do not touch your face—especially eyes, nose, and mouth—with unwashed hands**
- If you touch your face, wash your hands with soap and water (or sanitize them with alcohol-based sanitizer)
- Practice physical distancing: maintain at least six (6) feet of distance between yourself and other people when away from home
- Check your temperature every day
 - **Stay home** if you are feeling ill, have symptoms of a cold or the flu, or are experiencing any symptoms of Covid-19, including fever, cough, or shortness of breath

2 Before leaving for work, all workers should do the following:

- Alert their supervisor if anyone else in the household is ill or if they have had any direct contact with someone known or suspected to have coronavirus anywhere else outside of work
- Measure their oral (mouth) or temporal (forehead) temperature
- If they feel ill or have any symptoms of Covid-19 (cough, shortness of breath, difficulty breathing) or have a fever (temperature of 100.4° F or 38° C or greater) they should do the following:
 - Stay at home; do not report to work
 - Self-isolate and seek medical advice
 - Notify their supervisor immediately so the supervisor can take necessary precautions at work

3 While traveling to and from work, all workers should do the following:

- Wear a face covering at all times
- To the extent possible, travel to and from the workplace by foot, car, bicycle, or other private transportation
- Avoid public transportation (subway, train, or bus), if possible, in order to limit risk for exposure and physical contact
 - If public transportation cannot be avoided and a subway, train, or bus is crowded, wait for the next one
- To the extent possible while in transit, practice physical distancing by maintaining a distance of at least six (6) feet from other people
- Avoid touching common surfaces and objects as much as possible; wash or sanitize hands afterwards if you do touch them (carry hand sanitizer with you)