

Employee Checklist for COVID-19

DOs

- Take breaks at different times to avoid physical contact (6 feet).
- Clean commonly touched surfaces & tools more often.
- Practice using your face mask so that it does not interfere with work.
- Wear your face mask correctly, covering both nose and mouth.
- Wash your hands with soap and water (at least 20 secs) or use hand sanitizer (check the label for 60% ethanol or 70% isopropanol) often.



DON'Ts

- Don't share phones, tools, headsets or objects near mouth or nose.
- Don't take breaks together.
- Don't congregate in the break room.
- Don't share food or utensils.
- Don't touch your face with unwashed hands.



Center for Community
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