



## When the Pandemic Comes Protection in the Work Place

**While the thought of a pandemic disease can be alarming, it is important to remember you have the power to help ensure “the workplace is a safe place!” Many businesses can keep their doors open and provide essential goods and services to the nation by following the below suggestions to reduce the risk of spreading the disease.**

---

---

### Wellness

- ◆ If you are sick, stay home.
- ◆ Encourage your employer to permit staying home to take care of sick family members.

### Cleanliness

- ◆ Wash your hands frequently with soap and water and avoid touching your eyes, nose or mouth.
- ◆ Hand washing supplies, tissues and trash receptacles should be provided throughout the workplace.
- ◆ Post hand washing reminders in common areas, break rooms and eating areas.
- ◆ Keep disinfectants nearby to periodically clean phones, desks and other work equipment.
- ◆ Remember not to use someone else’s phone or keyboard.

### Create a Safe Workplace

- ◆ Consider using larger meeting rooms.
- ◆ Strategically place desks.
- ◆ Use work space cubicles as an alternative to desks in open spaces.
- ◆ Utilize plastic sneeze guards, drive through windows, and masks/respirators.
- ◆ Use staggered work shifts to decrease the number of people in the workplace at any one time.

### Keeping a Safe Distance

- ◆ Stay 6 feet away from coworkers, customers or people who are coughing or sneezing.
- ◆ Simply wait for the next elevator or take the stairs.
- ◆ Discontinue non-essential travel to locations that are in the midst of the pandemic.
- ◆ Use e-mail, Web sites and teleconferences to minimize face-to-face contact.
- ◆ Always consider telecommuting whenever possible.

Following the above suggestions can greatly reduce the risk of spreading a pandemic disease further but still maintain workplace functionality.

---

---

### You can find more information at:

- ◆ <http://www.dod.mil/pandemicflu>
- ◆ <http://www.pandemicflu.gov>
- ◆ <http://www.cdc.gov/flu/pandemic/cdcreources.htm>
- ◆ <http://www.who.int/csr/disease/influenza/pandemic/en/index.html>
- ◆ [http://www.opm.gov/pandemic/pandemic\\_guide/index.asp](http://www.opm.gov/pandemic/pandemic_guide/index.asp)