



COVID-19

General Guidance & Best Practices to Prevent the Spread of Coronavirus

Steps Everyone Should Be Following NOW

- If you are feeling sick, stay home.
- Avoid others that may be sick.
- If it's a family member, give them their own space and take extra precautions if caring for them.
- Create a habit to not touch one's face and cover when coughing/sneezing.
- Disinfect common surfaces regularly such as: tables, door handles, handrails, desk, etc.
- Clean your hands often by washing them with soap and water for at least 20 seconds or using an alcohol-based hand sanitizer that contains 60%-95% alcohol. Soap and water should be used if hands are visibly dirty.
- Increase ventilation by opening windows or adjusting air conditioning

Keeping the Workplace Safe

- Stop handshaking, use other methods of greetings
- Increase cleaning of office spaces
- Plan for office staff to have the ability to work from home.
- Use other means of meetings when possible (examples: Skype, Facetime, Zoom, etc.)

- Limit the amount of travel for employees during this time
- Encourage frequent hand washing and disinfectant of workspaces.
- Limit food sharing
- If employees are feeling sick or have a sick family member at home, ask them to work from home

Individuals at High Risk Should Follow the Current CDC Guidance

Currently, older adults and persons with underlying health conditions are considered to be at increased risk for severe illness and complications from COVID-19. People in high-risk groups should consult with their healthcare provider about attending large events.

Older adults and travelers with underlying health conditions should avoid situations that put them at increased risk for more severe disease. This entails avoiding crowded places and avoiding nonessential travel such as long plane trips or cruises.

More info:

www.tauc.org/covid19