

General Office Hygiene



Generally, employees are allowed and encouraged to stay at home if they are not feeling well.

In the case of influenza-like illness (cough, and/or sore throat with fever of at least 100°), employees should remain at home until at least 24 hours after they are free of fever or signs of fever, without the use of medications.

[Centers for Disease Control and Prevention Guidelines](#)

Guidelines:

- Wash hands often and/or use unscented hand sanitizer
- Keep your desk and public counters clean
 - Physically clean all surfaces regularly with unscented disinfecting cleaners, especially those we use most often (i.e. countertops, keyboards, mouse, phone, desktop, chair arms)
 - Note: Building cleaning staff do not clean desktops, counters, or office equipment
- Consider getting the appropriate vaccine / flu shot
- Cover your nose and mouth when sneezing and coughing (cough into your elbow)
- Use single-use tissues for wiping your nose and throw them away
- Wash your hands after coughing, sneezing or using tissues
- Do not touch your eyes, nose or mouth
- Use social distancing in situations where the risk of infection is high
- Do not share cups, glasses, dishes or cutlery
- Do not store perishable food in your desk
- Keep your kitchen area clean

[CDC Clean Hands Campaign](#)

