

## Preparing Your **Business** for a possible COVID-19 outbreak

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### **Plan And Cross-train**

- ✓ Have a plan to continue your essential business functions
- ✓ Cross-train personnel to perform essential functions so that the work can continue if key staff members are absent.
- ✓ Develop guidelines for employees to telework.



### **Assess Essential Functions**

- ✓ Assess your essential functions and the reliance that the community has on your services or products.



### **Encourage and allow sick employees to stay home.**



### **Stay Healthy At Work**

- ✓ Reinforce healthy behaviors such as handwashing with soap and water, covering a cough or sneeze with a tissue, get a flu shot.
- ✓ Provide soap and water and alcohol-based hand rubs in the workplace.



### **Discourage Discrimination**

- ✓ Monitor for and discourage stigma and discrimination in the workplace.

How to prevent the spread of:

# CORONAVIRUS DISEASE 2019 (COVID-19)

## INFECTION PREVENTION STEPS

- ✓ **Wash your hands often** with soap + water.
- ✓ **Avoid touching** your **eyes, nose + mouth** with unwashed hands.
- ✓ **Cover** your **cough or sneeze** with a tissue, then **throw the tissue** in the trash.
- ✓ **Avoid close contact** with people **who are sick**.
- ✓ **Get a flu shot!**
- ✓ **Clean + disinfect frequently touched objects and surfaces** such as counters, door knobs, desks, keyboards, tablets and phones.

**Keeping hands clean is one of the most important things we can do to stop the spread of respiratory illnesses like flu and COVID-19.**



1

USE SOAP



2

PALM TO PALM



3

BACK OF HANDS



4

FINGERS INTERLACED



5

BASE OF THUMBS



6

FINGERNAILS



7

WRISTS



8

RINSE HANDS



9

DRY HANDS

### PROPER HANDWASHING TIPS

- Wash hands thoroughly with soap + warm water.
- Wash for 20-30 seconds or sing "Happy Birthday" two times through.
- Soap and warm water are the best way to clean your hands, but if they aren't available, use an alcohol-based hand sanitizer, that contains at least 60% alcohol.

### HOW TO USE HAND SANITIZERS

- Apply the sanitizer to the **palm of one hand** (follow label directions on how much to use).
- Rub hands together.
- Rub the sanitizer over **all the surfaces of your hands + fingers** until your hands are dry.

For more information: [dph.georgia.gov/novelcoronavirus](https://dph.georgia.gov/novelcoronavirus)  
[cdc.gov/coronavirus/2019-ncov/index.html](https://cdc.gov/coronavirus/2019-ncov/index.html)