

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



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.



USE SOAP



PALM TO PALM



BACK OF HANDS



FINGERS INTERLACED



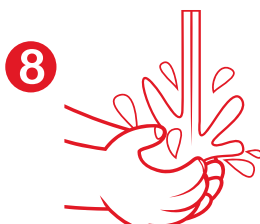
BASE OF THUMBS



FINGERNAILS



WRISTS



RINSE HANDS



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
cdc.gov/coronavirus/2019-ncov/index.html