



## **Staff Guidance for Building Hygiene (Entry and Exit)**

### **IF YOU ARE SICK DO NOT COME IN**

**When entering** use the hand sanitizing stations at the main entrance or go directly to the restroom and wash your hands. When exiting the bathrooms use a sanitizing wipe, or paper towel to open the doors.

**Work areas** cleaning supplies have been put in all areas in a central location for staff to clean down their work areas after using the supplies please wipe down the bottle and return it to the central location. E-470 staff should not use another person's office or work area for any reason.

**Social Distancing** remain out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

**When exiting** use the hand sanitizing stations at the main entrance before exiting.

**All staff should follow the below hand and respiratory hygiene from the CDC:**

#### **Hand hygiene:**

- Regular hand washing with soap and water for at least 20 seconds should be done:
  - Before eating;
  - After sneezing, coughing, or nose blowing;
  - After using the restroom;
  - Before handling food;
  - After touching or cleaning surfaces that may be contaminated; and
  - After using shared equipment like computer keyboards and mice.
  - If soap and water are not available, use an alcohol-based hand sanitizer.

#### **Respiratory hygiene:**

- Covering coughs and sneezes with tissues or the corner of elbow; and
- Disposing of soiled tissues immediately after use.

**OUR JANITORIAL CONTRACTOR WILL BE DISINFECTING HIGH TOUCH SURFACES THREE TIMES DAILY.**

**CDC - Steps to Prevent Illness** - [https://www.cdc.gov/coronavirus/2019-ncov/about/prevention.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fprevention-treatment.html](https://www.cdc.gov/coronavirus/2019-ncov/about/prevention.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fprevention-treatment.html)

**What To Do If You Are Sick** - <https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html>

**FAQs** - <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>