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Workplace Safety during COVID-19: Guidance for Gaston County Employees

When should I stay home?

If you are sick or if you are a caregiver to a sick family member:

Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [38.0° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.

How do I protect myself and others?

Employees should follow proper cough and sneeze etiquette:

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Put your used tissue in a waste basket.
- If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Wash your hands after coughing or sneezing.

Employees should perform proper hand hygiene often.

- **Wet** your hands with clean, running water (warm or cold) and apply soap.
- **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- **Rinse** your hands well under clean, running water.
- **Dry** your hands using a clean towel or air dry them.

If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Perform routine environmental cleaning:

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
- Use disposable wipes to clean keyboards, desks, and phones before each use.

For more information call the COVID- 19 hotline at 704-862-5303.