

Health and Safety in the Office



Stay home if you're sick.



Encourage mask use when physical distancing cannot be maintained. Masks are still required for select indoor settings, subject to limited exemptions.



Practice proper respiratory etiquette (e.g. cough or sneeze into your sleeve or a tissue and not your hands) followed by appropriate hand hygiene.



Wash your hands or use hand sanitizer often.



Disinfect workstations before and after use.



Consider creating a workplace safety plan to protect employees and patrons.



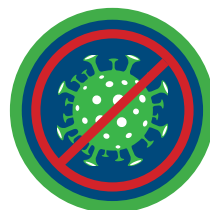
If the workstation next to you is occupied, encourage moving to another location.



Consider limiting the use of equipment (pens, phones, keyboards, laptops etc).



When carpooling with other individuals, consider using masks.



Consider implementing passive screening for all individuals entering the premises. For detailed guidance on screening, visit the Ministry of Health's **Ontario COVID-19 Screening**.



HEALTH
DEPARTMENT

durham.ca/novelcoronavirus

Durham Health Connection Line | 905-668-2020 or 1-800-841-2729

If you require this information in an accessible format, contact 1-800-841-2729

