

Health and Safety in the Office



Stay home if you're sick.



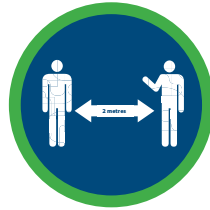
Disinfect workstations before and after use.



Move apart - if the workstation next to you is occupied, move to another location (maintaining 2 metres apart at all times).



Wear a non-medical face mask when physical distancing cannot be maintained and in common areas (e.g. lunchrooms, washrooms, hallways, interacting with people outside your household).



Keep 2 metres between yourself and others.



Avoid sharing equipment (pens, phones, keyboards, laptops etc).



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



Have designated roles and responsibilities for staff. Avoid having multiple staff doing the same task within a space. Stagger staff shifts and break times to avoid crowding.



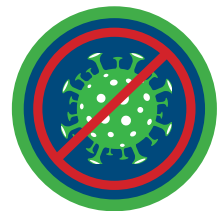
When carpooling with other individuals, a non-medical face mask must be worn. It is recommended to refrain from carpooling with people outside your household.



Wash your hands or use hand sanitizer often.



Avoid gathering in common areas.



A screening tool must be implemented to ensure the health of the staff, volunteers and visitors. For detailed guidance visit the Ministry of Health's Guidance document [COVID-19 Screening Tool for Workplaces](#).



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

