

Infectious Disease Education

Workplace Infection Prevention

Whether in an office or in some other setting, we come into contact with many different things and environments that can spread potential infection. So what can we do on a routine basis to protect our health and the overall health of our family, friends, and co-workers? Most illnesses that we might be exposed to at work are either contact or droplet transmitted, and there are routine prevention methods available to improve our protection.

Personal Hygiene Practices

Hand Hygiene - you should thoroughly wash your hands with soap and warm water for at least 20 seconds after using the restroom, before and after preparing meals and eating food, and after touching common surfaces. Dry your hands with disposable paper towels. If soap and water are not available, the CDC recommends consumers use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Skin Integrity - intact and healthy skin is a major barrier to pathogens. Any cuts or abrasions should be cleaned and covered with a waterproof bandage.

Personal items - don't share combs, brushes, towels, clothing, razors, toothbrushes, shavers, or other personal items.

Cleanliness in the Workplace

- Minimize clutter to enable appropriate cleaning of the environment.
- Regularly clean and disinfect your keyboard, desk, tables, and bathrooms with approved products.
- When using disinfectants always wear gloves, clean the surfaces before using the disinfectant, and always follow the manufacturer's instructions.
- Properly dispose of tissues and other cleaning rags into appropriate trash can.



Stay Home When Sick

Do not come to work if you are exhibiting fever, headache, chills, coughing, or other visible signs of infection. Communicate with your manager or supervisor about PTO or WFH arrangements.



Respiratory Etiquette

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Dispose of contaminated tissues in waste containers.
- If you don't have a tissue, cough or sneeze inside of your elbow, not your hands.
- If you sneeze into your hands or blow your nose, wash your hands immediately.