



Wipe Down Your Workstation

Before you start your shift, disinfect your desk, keyboard, computer mouse, work phone and any other objects or surfaces that you or your coworkers touch a lot.

A little scrubbing goes a long way.

But if you want to kill the most germs, note the difference between disinfecting and cleaning: Cleaning only removes viruses and bacteria from surfaces, but disinfecting wipes them out.



Avoid Touching Your Face

You'd be surprised how many times you touch your face a day. Touching your face puts germs too close to the openings of your body, such as the mouth, eyes, nose and ears.

This greatly increases your chances of getting sick.

Keep your hands away!



Wash Your Hands. A lot.

Get ready to make lots of trips to the nearest sink. You should wash your hands after you eat, touch door handles or blow your nose, among many, many other actions.

Whenever you can wash your hands, you should -- just make sure you're washing your hands correctly. When there is no soap available, sanitize.



Clean Your Smart Phone

What was all that hand washing and disinfecting worth if your phone is dirty? You're safe using a damp, soapy microfiber cloth to clean the screens and backs of your phones. Just avoid getting water in any of the ports.



Save the Handshakes

The Novel Coronavirus is transmitted primarily between people, so avoid unnecessary physical contact.

Refusing a handshake isn't ill-mannered anymore -- it's recommended. Flash a friendly wave, peace sign or thumbs-up instead.



Use a Tissue!

If you need to sneeze or cough, for any reason, do it into a tissue, and if you don't have one on hand, do it into your elbow to keep germs off your hands.

Most importantly, if you're not feeling well, or if you have someone in your home not feeling well, be safe and stay home!