

# Help Keep Our Workplace Safe!

## Employee COVID Package "ECP"

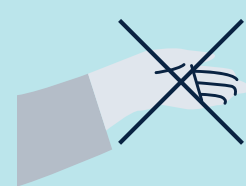
Contents include:

- Hand Sanitizer
- Surgical Mask
- Cloth Mask
- Instructions on how to use and care for your masks

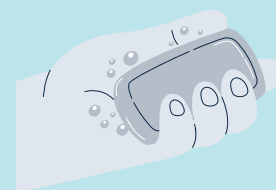


If you have not received your "ECP" contact your supervisor

## Practice good hygiene



Stop hand shakes and use **non-contact greeting methods**



Clean hands at the door and schedule **regular hand washing** reminders



**Disinfect surfaces** like doorknobs, tables, and desks regularly



**Avoid touching your face** and cover your coughs and sneezes

## Stay home if...

- You are **feeling sick**
- You have a **sick family member** at home
  - Aside from fever, COVID-19 symptoms include cough, difficulty breathing, and fatigue



**Notify your supervisor and contact Human Resources at Ext 4181 for guidance**

## Maintain Social Distancing

Stay 6 feet away from others  
If you cannot social distance, it's recommended to wear a mask

