How to Stay Safe at Work During the Coronavirus Pandemic

If you're reporting to work during the pandemic, there are several steps you can take to protect your health. Not every job environment is the same. Follow the safety tips below that apply to your individual circumstance.

Protecting Yourself in Any Work Environment

- Avoid contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Cough or sneeze into a tissue or your elbow if you don't have tissues.
- Use a hand sanitizer with at least 60% alcohol.
- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, sneezing or coughing.
- Stay at least six feet apart from others if coronavirus is spreading in your community.
- To protect others in your workplace, stay home if you are sick or have coronavirus symptoms.

Protecting Yourself in an Office Setting

- Stay at least six feet away from others in the workplace.
- If you must meet face-to-face, use a large room with six feet of distance between yourself and others.
- Make in-person meetings as short as possible.
- Keep your office space germ-free by cleaning and disinfecting high-touch surfaces, such as workstations, keyboards, handrails, doorknobs and phones.
- Double-check all products to ensure they meet the Environmental Protection Agency's (EPA) criteria for use against coronavirus.
- Avoid touching other employees' workstations, phones or tools.

Protecting Yourself in a Health Care Environment

- Wear your personal protective equipment (PPE) including face mask, face shield, gloves, goggles and respiratory protection when appropriate.
- Your PPE should be worn consistently, inspected regularly, maintained and replaced when necessary.
- Remove, clean, store and dispose of PPE as required.
- In times of shortage, alternatives to N95 respirators should be considered. Consult with your supervisor and workplace to determine the best approach for your situation.
- Consult the Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) websites for more detailed information on recommended precautions you should take in workplaces that are likely exposed to coronavirus.

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Protecting Yourself as a Delivery Person or Rideshare Driver

- Both Lyft and Uber recommend that drivers follow the CDC's guidelines for preventing infection in workplaces.
- Lyft is supplying drivers with hand sanitizer and cleaning supplies, and recommends that drivers wear a cloth face covering to slow the spread of the virus. If you do get sick with COVID-19, the company is providing funds to help with missed work.
- Uber recommends cleaning and disinfecting your vehicle, particularly the surfaces that you and passengers touch frequently. Cleaning should be done with soap and water, and disinfecting should be done with an EPA-approved cleaner.
- Many delivery companies are now offering contact-free delivery services, which will help protect both delivery drivers and customers.

Protecting Yourself if You Work in Food Service

- If you work in a supermarket or grocery store, follow the general CDC guidelines for staying safe in public spaces and in the workplace.
- Clean and disinfect high-touch surfaces as frequently as possible.
- If you can't wash your hands between helping customers, use an alcohol-based hand sanitizer as a substitute.

- Some stores are installing plexiglass or glass barriers at checkout to help protect cashiers and customers.
- Stand behind a plexiglass or glass barrier when serving customers or as far away as possible.

Know your rights as an employee.

- If you're at a high risk of severe illness from coronavirus, or have a disability, your employer may be required to provide you with reasonable accommodations due to coronavirus, such as telecommuting.
- Legal Aid at Work has more detailed information about what accommodations may be available.
- The Families First Coronavirus Response Act has expanded family and medical leave rights for reasons related to coronavirus. If you do need to take time off work, check on what type of leave is now available to you and whether the act covers you.

Nothing is more important to us than you.

For the latest coronavirus news, guidelines and answers to your questions, visit CoronavirusResourceHub.com.

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