

# Keeping Yourself and Others Around You Safe



## 1. Stay home if you feel sick

Viruses go wherever you go when you are infected. Stay at home and check with your healthcare provider when needed.



## 2. Perform hand hygiene frequently

This includes before and after touching your face or face covering, when entering common workrooms and breakrooms, and while using shared workstations.



## 3. Wipe down high-touch surfaces

Take precautions by routinely cleaning and disinfecting surfaces you often touch such as desk tops, computers, and telephones.



## 4. Clean phones, keyboards, scanners and computer mouse devices

Use a disinfectant to wipe or spray at minimum once at the start of your shift.



## 5. Wear your face covering in common areas at all times when not actively eating or drinking or alone in an office or remote location.

As soon as you are done with these activities, place your face covering back on your face. Place face covering in paper bags when not in use



## 6. Do not congregate in workrooms and breakrooms. Follow social distancing recommendations as much as possible.

Do not congregate in groups greater than 10 individuals when feasible.



If you have questions or concerns, please contact Risk Management

Phone: 480-731-8947 | Email: [dl-dssc-risk-management@domail.maricopa.edu](mailto:dl-dssc-risk-management@domail.maricopa.edu)

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