



# STAYING HEALTHY IN THIS NEW ENVIRONMENT



As many people begin returning to the physical workspace, it is important for each of us to do our part to keep ourselves and those around us healthy. Here are a few tips to help you stay healthy as you navigate this new work environment.

## USE SAFETY PRECAUTIONS

The CDC guidelines for reopening say that supplies like soap, hand sanitizer with at least 60% alcohol, tissues, paper towels and no-touch trash cans should be readily available. Utilize these items regularly. Here are some general safety precautions to follow:

- » Use gloves or paper towels to touch elevator buttons or door handles and then properly dispose of them right away.
- » Maintain safe distances (6 ft) when possible and wear a mask when you're in places where unable to maintain this distance.
- » Avoid congregating in areas such as break-rooms, conference rooms and restrooms.
- » Cover your cough/sneeze effectively. There are 4 steps to proper cough/sneeze etiquette to help keep people healthy:
  - Grab a facial tissue - Consider carrying a travel pack of facial tissue with you so you always have one available. If you do not have a facial tissue, you can use the crook of your elbow.
  - Move away from people around you - If you are in a crowded space, try to at least turn away from everybody.
  - Cough/sneeze into the tissue and dispose of it in a trash can.
  - Wash your hands immediately after - Consider carrying hand sanitizer in case soap and water are not readily available.
- » Sanitize your personal workspace each day when you arrive and again when you leave. This should include your desk, chair, phone and/or headset, keyboard, laptop, mouse and anything else that you touch during the day.
- » Regularly and thoroughly wash your hands and use alcohol-based hand sanitizer after touching any surface. The World Health Organization provides guidelines for proper hand washing (see figure to right).





## SET AND RESPECT HEALTHY BOUNDARIES

From a place of compassion, not confrontation, you can share with those around you, such as your team, what you need from them in order to be successful in this new environment. This could include telling them what you need more of, less of or what you need to be able to do during your day that will allow you to thrive in the physical space. It is important to remember that everybody will have their own idea of healthy boundaries. Be sure to ask people you are in close contact with what their boundary expectations are as well.

## STAY HOME IF YOU ARE ILL

It is important in the reduction of spreading illness to stay home and self-isolate even with minor symptoms such as cough, headache, or mild fever, until you recover. Be aware of your organization's protocols on who to notify if symptomatic, duration of quarantine due to your own symptoms or exposure to others that are infected, and the conditions to return to work.

If we all practice due diligence when it comes to using safety precautions, setting healthy boundaries, and staying home when ill, it will help make a difference in keeping ourselves and those around us healthy!