



Seasonal Flu Tip Sheet for Employees

This year's flu season is expected to be more severe than previous seasons. Take safety measures to help prevent the spread of germs in the workplace. These simple guidelines can better protect you and those around you:

- Wash your hands frequently with soap and water, especially after coughing or sneezing. Have an alcohol-based hand sanitizer readily available at your desk.
- Avoid touching your eyes, nose and mouth. Cover your nose and mouth with a tissue when you cough or sneeze.
- Avoid close contact with other employees who are sick.
- Clean and disinfect shared work surfaces and office hot spots (i.e., machines, microwaves, light switches and pens) throughout the day.
- If you feel sick (fever with either cough or sore throat), inform your employer and health care provider. Stay home seven days or until you have been symptom-free for 24 hours.

Visit the Centers for Disease Control and Prevention's [Website](#) for more information.