

Lasko's COVID-19 Safe Workplace Protocols

- Don't come to work if you feel sick, have any symptoms of COVID-19, or have come in contact with someone who has COVID-19 or is being tested. Please contact your supervisor or HR if you are unsure of your risk.
- Adhere to social distancing of 6 feet from your colleagues. Do not come in contact with others and do not touch your face. Do not share food, clothing, utensils, tools, or anything else with each other
- Use disinfectant spray or wipes after you use equipment, in the break room on tables and appliances, and on your desk, phone, light switches and other areas you touch
- Wash your hands well and frequently and use hand sanitizer in between hand washings
- Masks should be worn at all times

CDC Guidelines for COVID-19

The symptoms of COVID-19 are similar to the flu with fever, coughing and shortness of breath. It appears to mainly be spread through close person-to-person contact. It may be possible for someone to touch a surface or object with the virus on it and then touch their nose or mouth and become infected, but this is not the main way the virus spreads, according to CDC and other health experts.

In addition to all the normal things you do to stay healthy, the preventive measures are the same as for the flu or other viruses, according to Centers for Disease Control and Prevention (CDC):

- **Wash your hands often** with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
 - a. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
 - b. Avoid touching your eyes, nose, and mouth with unwashed hands.
- **Avoid close contact** with people who are sick, even inside your home. Maintain 6 feet between the person who is sick and other household members.
 - a. Put distance (at least 6 feet) between yourself and other people outside of your home.
 - b. Remember that some people without symptoms may be able to spread virus.
 - c. Do not gather in groups, stay out of crowded places and avoid mass gatherings.
 - d. Keeping distance from others is especially important for [people who are at higher risk of COVID-19](#).

- **Cover your mouth and nose with a cloth face cover** when around others as you could spread COVID-19 to others even if you do not feel sick.
 - a. Everyone should wear a [cloth face cover](#) in public, for example to the grocery store or to pick up other necessities.
 - b. The cloth face cover is meant to protect other people in case you are infected.
 - c. Do NOT use a facemask meant for a healthcare worker.
 - d. Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.
- **Cover coughs and sneezes** to reduce transmission
 - a. If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
 - b. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- **Clean and disinfect [frequently touched surfaces](#)** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
 - a. If surfaces are dirty, clean them with detergent or soap and water.
 - b. After cleaning, use a household disinfectant. Most common [EPA-registered household disinfectants](#) will work.
- **Monitor your health** and be alert for symptoms.
 - a. Watch for fever, cough, shortness of breath, or [other symptoms](#) of COVID-19.
 - b. This is especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
 - c. Take your temperature if symptoms develop.