



*What are the Top 10 Actions that I Can Take in the Workplace to Prevent the Spread of COVID-19?*

1. Encourage all employees to get vaccinated. Check out our vaccine info [here](#).
2. Allow employees to work from home or outdoors when possible and to stay home if they are not feeling well.
3. Limit the number of people (customers and employees) who are inside your business at one time by having customers make appointments.
4. Make sure that your business has good ventilation (at least [6-12 air exchanges per hour](#)) and that your HVAC system is using filters with MERV13 or higher. Open windows and doors if possible.
5. Use other [air cleaning equipment](#) such as portable air cleaners or UV lights.
6. [Install barriers](#) (sneeze guards) where 6 feet distance is not possible
7. Only vaccinated people should be indoors without a [face mask](#). As it is difficult to know vaccination status consider requiring customers and other employees to wear a face mask at all times. Have masks available for those who arrive without one.
8. Require that employees wash their hands or use hand sanitizer throughout the day. Ask customers to wash or sanitize their hands upon entering the building.
9. [Cleaning followed by disinfection once daily](#) is best to remove viruses that may be on surfaces. High trafficked areas and regularly touched surfaces should be cleaned and disinfected more frequently.
10. [Place signs](#) throughout the building reminding everyone to keep their distance, wash their hands, and wear a mask.