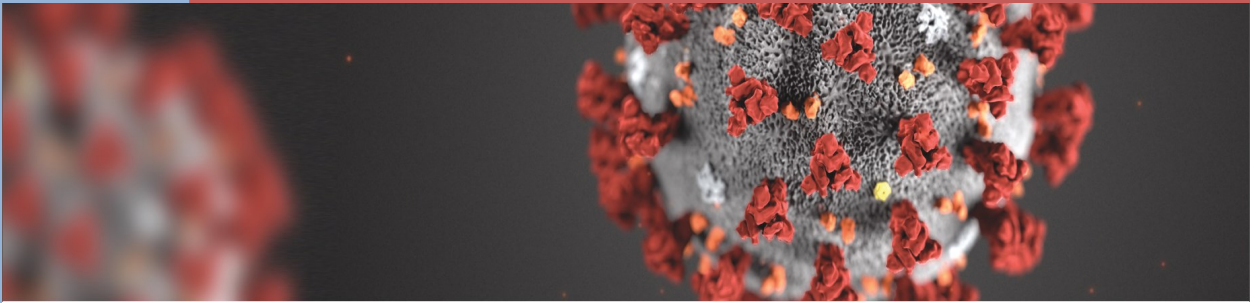


## Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus



All workplaces can take the following infection prevention measures to protect workers:

- 1 Encourage workers to stay home if sick.
- 2 Encourage respiratory etiquette, including covering coughs and sneezes.
- 3 Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- 4 Limit worksite access to only essential workers, if possible.
- 5 Establish flexible worksites (e.g. telecommuting) and flexible work shifts (e.g. staged shifts), if feasible.
- 6 Discourage workers from using other workers' phones, desks, or other work tools and equipment.
- 7 Regularly clean and disinfect surfaces, equipment, and other elements of the work environment.
- 8 Use Environmental Protection Agency (EPA) approved cleaning chemicals with label claims against coronavirus
- 9 Follow the manufacturer's instructions for use of all cleaning and disinfection products.
- 10 Encourage workers to report any safety and health concerns.

**For more information, visit  
[www.osha.gov/coronavirus](http://www.osha.gov/coronavirus) or  
call 1-800-321-OSHA (6742)**