

Employee Tools

8 Ways You Can Stay Healthy at Work

You can protect yourself and others by following these key action steps:

1. **Get vaccinated against seasonal flu**, when vaccine is available in your area. If you are at higher risk for 2009 H1N1 flu complications you should receive the 2009 H1N1 flu vaccine when it becomes available. People at higher risk for flu-related complications include: children younger than 5 years old, but especially children younger than 2 years old; people aged 65 years or older; pregnant women; adults and children who have asthma, neurological and neurodevelopmental conditions; chronic lung disease; heart disease; blood disorders; endocrine disorders, such as diabetes; kidney, liver, and metabolic disorders; weakened immune system due to disease or medication; and people younger than 19 years of age who are receiving long-term aspirin therapy. For more information on people at higher risk for flu complications, visit <http://www.cdc.gov/h1n1flu/highrisk.htm>.
2. **Avoid touching your nose, mouth, and eyes.** Germs spread this way.
3. **Cover your coughs and sneezes with a tissue**, or cough and sneeze into your elbow. Dispose of tissues in no-touch trash receptacles.
4. **Wash your hands frequently** with soap and water for 20 seconds or use an alcohol-based hand rub if soap and water are not available. Be sure to wash your hands after coughing, sneezing, or blowing your nose.
5. **Keep frequently touched common surfaces clean**, such as telephones, computer keyboards, doorknobs, etc.
6. **Do not use other employees' phones, desks, offices, or other work tools and equipment.** If you need to use a co-worker's phone, desk, or other equipment, clean it first. And as a courtesy, also clean after you are finished.
7. **Don't spread the flu! If you are sick with flu-like illness, stay home.** Symptoms of flu include fever (100 degrees Fahrenheit or 37.8 degrees Celsius), cough, sore throat, runny or stuffy nose, body aches, headache, chills and tiredness. Some people may also have vomiting and diarrhea. People may be infected with the flu, including the 2009 H1N1 flu and have respiratory problems without a fever. CDC recommends that sick employees stay home if they are sick with flu-like illness until at least 24 hours after they are free of fever and without the use of fever-reducing medicines.
8. **Maintain a healthy lifestyle** through rest, diet, exercise, and relaxation.

For more information:

- Visit: www.flu.gov

- Contact CDC 24 Hours/Every Day
 - 1-800-CDC-INFO (232-4636)
 - TTY: (888) 232-6348
 - cdcinfo@cdc.gov

How to Protect Yourself in the Workplace during a Pandemic

The best strategy to reduce the risk of becoming ill with pandemic influenza is to avoid crowded settings and other situations that increase the risk of exposure to someone who may be infected. If you must be in a crowded setting, minimize your time there. Some basic hygiene and social distancing precautions that can be used in every workplace include the following:

- Stay home if you are sick.
- Wash your hands frequently with soap and water for 20 seconds or with a hand sanitizer if soap and water are not available.
- Avoid touching your nose, mouth and eyes.
- Cover your coughs and sneezes with a tissue, or cough and sneeze into your upper sleeve. Dispose of tissues in no-touch trash receptacles.
- Wash your hands or use a hand sanitizer after coughing, sneezing, or blowing your nose.
- Avoid close contact (within 6 feet) with coworkers and customers.
- Avoid shaking hands and always wash your hands after physical contact with others.
- If wearing gloves, always wash your hands after removing them.
- Keep frequently touched common surfaces (for example, telephones, computer equipment, etc.) clean.
- Try not to use other workers' phones, desks, offices, or other work tools and equipment.
- Minimize group meetings; use e-mails, phones and text messaging. If meetings are unavoidable, avoid close contact (within 6 feet) with others and ensure that the meeting room is properly ventilated.
- Limit unnecessary visitors to the workplace.
- Maintain a healthy lifestyle; attention to rest, diet, exercise and relaxation helps maintain physical and emotional health.

For more information, see *Guidance on Preparing Workplaces for an Influenza Pandemic*, OSHA Publication No. 3327, which can be accessed at www.osha.gov.

Posters / Fact Sheets

Posters/Fact Sheets

Here are links to various posters/fact sheets that we feel would be beneficial. Feel free to visit the websites and print them out.

- Do You Feel Sick? Poster:
http://www.flu.gov/professional/business/businesses_poster.pdf
- Cover Your Cough Poster:
<http://www.health.state.mn.us/divs/idepc/dtopics/infectioncontrol/cover/gen/cycpgeneng.pdf>
- Where To Wash Poster:
http://www1.va.gov/vhapublications/ViewPublication.asp?pub_ID=1916
- Stopping the Spread of Germs at Work:
<http://www.cdc.gov/germstopper/pdf/work.pdf>
- Stopping the Spread of Germs at Home, Work and School:
http://www.cdc.gov/germstopper/materials/home_work_school.pdf
- 2009 H1N1 Flu & You Brochure:
http://www.cdc.gov/h1n1flu/pdf/2009_h1n1fluandyou.pdf
- Seasonal and 2009 H1N1 Flu: A Guide for Parents:
http://www.cdc.gov/flu/freeresources/2009-10/pdf/parents_guide_highres_flier.pdf
- 2009 H1N1 Influenza Vaccine Inactivated:
<http://www.cdc.gov/vaccines/pubs/vis/downloads/vis-inact-h1n1.pdf>

Resources for Healthcare Professionals

H1N1 Influenza: Resources for Healthcare Providers

The following topics are designed to give clinicians access to the latest guidelines and information on the evolving novel H1N1 influenza investigation. To view in its entirety, please visit: <http://www.cdc.gov/h1n1flu/clinicians/>

Topics

Vaccination (<http://www.cdc.gov/h1n1flu/vaccination/professional.htm>)
Recommendations and guidance for providers providing H1N1 vaccine.

Patient Management
(http://www.cdc.gov/h1n1flu/clinicians/patient_management/)
Triage algorithm, guidance for specific audiences.

Diagnosis & Lab Testing (<http://www.cdc.gov/h1n1flu/diagnosis/>)
Recommendations for use of diagnostic testing.

Planning (<http://www.cdc.gov/h1n1flu/clinicians/planning/>)
Actions steps, managing calls, preparedness.

Antivirals (Treatment) (<http://www.cdc.gov/h1n1flu/antivirals/>)
Recommendations, safety information, pediatric supplement, info for pharmacists.

Infection Control (<http://www.cdc.gov/h1n1flu/infectioncontrol/>)
Guidance for healthcare and other settings.

Patient Education (http://www.cdc.gov/h1n1flu/clinicians/patient_education/)
Brochures, flyers, podcasts, info for specific patient populations.

Training (<http://www.cdc.gov/h1n1flu/clinicians/training/>)
Clinician conference calls, online training, podcasts.

Information for Specialty Groups

Information for Pregnant Women Working in Education, Child Care, and Health Care Settings (<http://cdc.gov/h1n1flu/guidance/pregnant-hcw-educators.htm>)

Resources for Pediatric and Child Health Care Providers
(<http://cdc.gov/h1n1flu/pediatric/>)

Prevention and Treatment in Young Children
(<http://cdc.gov/h1n1flu/childrentreatment.htm>)

Rheumatologists and Providers Who See Patients With Arthritis
(http://cdc.gov/h1n1flu/arthritis_clinicians.htm)

Providers in Educational Settings
(http://cdc.gov/h1n1flu/clinicians/educational_settings.htm)

H1N1 Flu Virus in Obstetric Settings
(<http://cdc.gov/h1n1flu/guidance/obstetric.htm>)

Resources for Obstetric Settings
(http://cdc.gov/H1N1flu/clinician_pregnant.htm)

Providers Who See Patients With Asthma (<http://cdc.gov/H1N1flu/asthma/>)

Providers Who See HIV-infected Patients
(http://cdc.gov/h1n1flu/guidance_HIV.htm)

Emergency Personnel (http://cdc.gov/h1n1flu/guidance_ems.htm)

Laboratorians (<http://cdc.gov/h1n1flu/lab/>)

Pharmacists (<http://cdc.gov/H1N1flu/pharmacist/>)

For a comprehensive listing of all CDC guidance documents, please see H1N1 Flu Clinical and Public Health Guidance
(<http://cdc.gov/h1n1flu/guidance/>)