



# Employee Safe-Work Practices During the COVID-19 Pandemic

## Important Tips to Keep in Your Back Pocket While on the Job

1. Avoid touching your face, especially if you haven't recently washed your hands.
2. Frequently wash your hands (at least 20 seconds each time) and dry them completely with a clean towel.
3. Use hand sanitizer only when you don't have access to soap and running water.
4. Clean surfaces that you will be touching like keyboards, tables, steering wheels, and similar surfaces with Clorox wipes.
5. At this time, guidance for the use of personal protective equipment (PPE) and safe work practices should be evaluated based on the specific work group and job task. If you have a question regarding safe work practices or use of PPE while at work, please contact your supervisor or manager for additional workplace safety guidance.
6. Practice social distancing while at work to create a distance of 6 feet or more from coworkers and those you may interact with.
7. If you or a family member in your household has flu-like symptoms that may relate to COVID-19 (coronavirus), do not report to work; please stay home.

## Resources

Town of Chapel Hill – [townofchapelhill.org/coronavirus](https://townofchapelhill.org/coronavirus)

Centers for Disease Control and Prevention (CDC) – How to Protect Yourself - [cdc.gov/coronavirus/2019-ncov/index.html](https://cdc.gov/coronavirus/2019-ncov/index.html)

Orange County Health Department - <https://www.orangecountync.gov/2332/Coronavirus-COVID-19>

NC Department of Health and Human Services (NCDHHS) – [ncdhhs.gov/divisions/public-health/coronavirus-disease-2019-covid-19-response-north-carolina](https://ncdhhs.gov/divisions/public-health/coronavirus-disease-2019-covid-19-response-north-carolina)

Occupational Safety and Health Administration (OSHA) - [osha.gov/SLTC/covid-19/controlprevention.html](https://osha.gov/SLTC/covid-19/controlprevention.html)

## Questions?

- Submit employee questions and concerns to the Office of Risk Management at 919-969-5035, [rallen@townofchapelhill.org](mailto:rallen@townofchapelhill.org).
- Submit public questions or concerns to Ran Northam (919-969-4878, [rnortham@townofchapelhill.org](mailto:rnortham@townofchapelhill.org)) in the Town's Joint Information System.