

NBSIA Member Services Safety Bulletin

November 2013

PROTECT YOURSELF FROM THE FLU

It's cold and flu season! Coughs and sneezes can spread quickly throughout the workplace. Protect yourself, and your coworkers, from the flu and seasonal colds by following these helpful tips.

Prevent Getting Sick

- **Get Vaccinated**
Vaccination is the most important way to prevent the spread of the flu.



- **Wash Your Hands**
Be sure to wash your hands frequently with soap and water for a minimum of 20 seconds. Use an alcohol-based hand sanitizer if soap and water are not available.

- **Stay in Good Shape**
Be mindful of eating a healthy diet. Get plenty of rest so your immune system won't be down. Integrate exercise and relaxation into your routines.

Prevent Spreading Sickness at Work

- **Stay Home if You Are Sick**
The Center for Disease Control (CDC) recommends that workers who have a fever and respiratory symptoms stay home until 24 hours after their fever ends, without use of medication.
- **Don't Touch!**
Avoiding touching your nose, mouth and eyes—which can spread germs.
- **Cover It Up**
Cover your coughs and sneezes with a tissue, or cough and sneeze into your upper sleeve. Throw the tissues away immediately, don't leave them on your desk.
- **Wash Again**
It's important to wash your hands after you have coughed, sneezed or have blown your nose.

Keep It Clean

- **Sanitize Surfaces**
Be sure to sanitize commonly used and touched surfaces in your workplace, like phones, door handles and your mouse and keyboard.
- **Stick to Your Spot**
Try to avoid using another employee's phone, desk, office, computer, tools or other equipment. If you must use someone else's space (or if you share a space) consider cleaning it before and after use.
- **Don't Shake On It**
Avoid shaking hands or coming in close contact with coworkers and others who may be ill.



EAP Newsletter

- **Check It Out**
Your Employee Assistance Program (EAP) may offer more tips, training and wellness ideas to help you stay healthy throughout the winter and flu season.

Source

“Safety and Health Topics.” United States Department of Labor. Occupational Safety & Health Administration. Web. 3 Jan 2013.
<<http://www.osha.gov/dts/guidance/flu/protectyourself>

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