



Bulletin Templates

Below are some quick snippets you can send out to your employees, such as tips, best practice suggestions or reminders, associated with the different types of COVID-19 related communications.

Health Practices for COVID-19

How Long the Virus Lives on Surfaces

Research suggests that the virus can live on hard surfaces like desktops, doorknobs, handrails for 72 hours. For porous surfaces like paper, cardboard, and fabric, it is thought to live for 24 hours. Rule of thumb, limit touching and wash your hands frequently.

Wash Clothing Often

Stay on the safe side and launder work clothing on a regular basis according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely. Be sure if you are handling clothing to wash your hands well after.

Do the Five

1. HANDS, wash them often 2. ELBOW, cough into it 3. FACE, don't touch it 4. SPACE, keep a safe distance 5. Home, stay if you can.

How Long Before I Know I Have The Coronavirus?

It may take up to 14 days after exposure before you know for sure. If you have been in close proximity with someone that has been diagnosed with the Coronavirus, report it to your supervisor.

If You Become Sick at Work

If you notice during your workday that you start getting "flu-like" symptoms, such as fever, chills, dry cough or respiratory problems, inform your supervisor immediately.

Keep Things Clean

Clean and disinfect equipment, tools, doorknobs, tables, desks, handrails and any other surface that people contact.

Keep Your Distance

Avoid Close Contact with your co-worker if possible especially with they are coughing or sneezing. A safe distance is considered at least 6 feet apart.

Don't Touch Me

COVID19 is highly transferrable through touch. Avoid touching your eyes, nose or mouth with unwashed hands.



Capture Your Cough and Sneeze

If you need to cough or sneeze, make sure you do it in a tissue or your flexed elbow. Be sure to throw your tissue away in the trash.

Wash Your Hands

Wash your hands frequently with soap and water for at least 20 seconds. Use alcohol-based hand sanitizer if soap and water are not available.

No High Five For Now

Though a hard habit to break, shaking hands, fist bumps, high fives and hugs are all quick ways to transmit the virus. Be sure to use a non-contact method for greeting another person. A wave and a smile works wonders :)

Stay At Home If Symptomatic

If you develop a cough, a fever or have symptoms like the flu, it's best to stay at home and not report to work. Call your supervisor to inform them of your illness. If your symptoms become more severe, you should reach out directly to your medical provider for treatment.

Working for Home

Electrical Safety and Cords, Plugs and Outlets

All electrical cords, plugs, and outlets should be in good condition. There should be no exposed wiring. Extension cords should not be daisy-chained. Cords should not be run under rugs because of the fire hazard. Outlets should all be grounded.

Electrical Safety and Surge Protectors

You should definitely use a surge protector with your computer. Your computer is filled with voltage-sensitive components that a power surge could damage very easily. The data you work on might be irreplaceable or create more work, so invest in a quality surge protector.

Schedule Exercise In Your Day

It's easy to put exercise on the back burner when you're busy working from home. Your work is important, but so is your health. Schedule a walk, keep exercise equipment nearby to use. Just keep moving.