STAY HEALTHY AT WORK AND FOR WORK

While on shift, please adhere to the following safety precautions:

1. Use the Self Assessment tool before coming to your shift.
2. Wash your hands upon entering the building and regularly during your shift and each time you put on or take off gloves . Hand washing for 20 seconds each time. Apply moisturizer to your hands as needed to keep your skin intact as a barrier against germs.
3. Wipe down your cell phone as well when you arrive.
4. After you have punched in sterilize the keyboard, mouse and desk so it is ready for the next person.
5. Ensure there is a bottle of hand sanitizer at the entrance of each building and ask all entering to use it as they come through the door.
6. Place hand sanitizer near the following spots so they can be used before and after use.
   - Computers   - Phones
   - Remotes   - Binders and Communication Book
   - Med counters   - Other commonly used areas
7. Once you use a pen, sterilize it before putting it back
8. Practice physical distancing as much as you are able
9. **TAKING OUT THE VAN:** After use, the van will need to be wiped down. Make sure to disinfect all high touch areas such as: inside and outside door handles, steering wheel, van cell phone, keys, seatbelts, seats, q-straints, radio controls and any other spots that have been touched.
10. When removing dishes from the dishwasher remember to put on clean gloves to put the dishes away.
11. Follow the disinfecting chart and clean the high touch surfaces 4 times a day and at any other times it's needed.

To stay healthy for work we all have to do our part. Here is what Public Health is telling us to do at home: maintain physical distancing – limit time spent in public places where people are gathered, practice good hygiene and wash our hands often and self- monitor and isolate if we develop symptoms. Everyone is missing spending time with their family and friends in person and we thank you so much for making this sacrifice to help keep the people we support safe. We all appreciate it.