

Staying Proactive

Tips on Keeping Your Workplace Safe

Based on Guidelines From the U.S. Centers for Disease Control and Prevention



Practice Good Hygiene

Use online booking and communication tools to stagger customer flow into your building.

Use online transactions whenever possible.

Offer curbside pickup whenever possible.

Limit attendance at large gatherings or cancel events you've planned.

Cover your coughs and sneezes. Stop shaking hands. Verbally greet customers.

If your operation is still allowing customers inside, make hand sanitizer available.

Promote tap-and-pay payment options when possible.

Disinfect surfaces often, including doorknobs, tables, desks and handrails.

Increase ventilation by opening windows.



Avoid Crowds

Communicate with customers often via social media.

Encourage employees to be open and honest about their health.

Develop a system to alert employees about business changes expediently.



Prioritize Communication

Note: Consult additional guidance from the U.S. CDC at [cdc.gov](https://www.cdc.gov), the World Health Organization at [who.int](https://www.who.int), or your local health department or health provider.