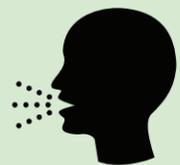


# Help us have a Healthy Workplace

## 5 Healthy Hygiene Habits

### to protect against viruses



- Cover your mouth and nose with a tissue when you cough or sneeze, or cough into your sleeve.
- Throw away used tissues immediately.
- Wash your hands, especially after using tissues.
- Avoid touching your eyes, nose or mouth. Germs on your hands can transfer into your body.
- Stay home or keep your distance when you are ill or not feeling well.



## How to wash your hands



1.

Remove any rings or other jewelry. Wet and lather your hands and wrists with soap. When using bar soap, set it on a rack to dry after use.



2.

Scrub for 15-20 seconds: palm to palm, between and around fingers, back of each hand, fingertips and finger nails.



3.



4.

Rinse thoroughly under running water.



5.

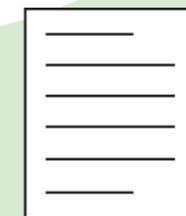
Dry hands with a single use towel or air dryer.



6.

Protect your hands from touching dirty surfaces while in the washroom, and as you leave.

## information and updates



Public Health  
Agency of Canada



Provincial and  
Territorial Governments



Local health  
Authorities



Local  
Media

## When should I stay home from work?

- You have been diagnosed with COVID-19 and those who are living with, in an intimate relationship with, or caring for someone who has been diagnosed with COVID-19;
- You have received direction or recommendation from a government agency, health authority, or public health official to self-isolate;
- Have recently returned to Canada from a location subject to a Government of Canada COVID-19 related travel advisory; or
- You are exhibiting flu-like symptoms (fever, coughing, shortness of breath).
- You should NOT attend work and must advise Gateway of the circumstances of your absence. If you are currently at work, you must immediately report your circumstances to your Manager and will be required to leave work.
- Depending on the circumstances, employees may be required to provide a medical confirmation regarding the appropriateness of a return to work.
- Employees may have access to various paid and unpaid time off through Gateway or Government programs during such absences from work. Please contact your manager or HR for more information.



Handwashing and staying home when sick are the most effective ways to help slow the spread of a virus.



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