

# Prevent Swine Flu at Work

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## Wash Hands Often



Use soap and water, washing your hands for 20 seconds, which is about how long it takes to sing "Happy Birthday" twice. Wash after you cough, sneeze, touch money or shake a colleague's hand. Or use an alcohol-based sanitizer.

## Cover Coughs and Sneezes



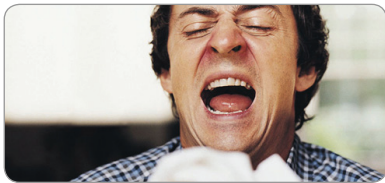
If you can't find a tissue, sneeze into your elbow or shoulder instead of your hands. If you have a tissue, throw it out right away and wash your hands.

## Don't Share Office Supplies



Keep pens, coffee mugs, staplers and other supplies to yourself.

## Avoid Sick Co-workers



Ideally they'll stay home, but if they do come to work, stay 6 feet away.

## Wipe Down the Workstation



Use disinfecting wipes to clean your keyboard and phone as part of your AM ritual. Also use them on phones, shared equipment and shared surfaces. Keep tissues and alcohol-based hand sanitizer handy.

## Get Vaccinated



Get your vaccines for seasonal flu and the H1N1 swine flu when they become available.

## What to do if you get sick:

- 1.** If you're sick, stay home and avoid other healthy people until you're free of fever for at least 24 hours. Develop a contingency plan with your employer in advance if you or your children fall ill. Telecommute if possible. Have back-up care for your sick children if you can't stay home.
- 2.** Call your doctor if you have symptoms such as a fever over 100 degrees F plus cough, sore throat, runny nose, sneezing, nausea, vomiting, or diarrhea. Antiviral drugs that treat swine flu are most effective when started early.
- 3.** Seek immediate care if you have warning signs such as a fever of 102 degrees F or above, shortness of breath, chest or abdominal pain, sudden dizziness, or severe vomiting.
- 4.** If you have a chronic medical condition (such as asthma or diabetes), contact your health care provider about flu-like symptoms.

For further information, go to [www.webmd.com](http://www.webmd.com)

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