1. Stay home if you are sick. Contact your department’s Human Resources group if you have questions about sick leave.

2. Wash your hands frequently with soap and water for at least 20 seconds or use a hand sanitizer containing greater than 60% alcohol if soap and water are not available.

3. Avoid shaking hands and always wash your hands after physical contact with others.

4. Cover your coughs and sneezes with a tissue, or cough and sneeze into your upper sleeve. Dispose of tissues into no-touch trash receptacles.

5. Wash your hands or use a hand sanitizer after coughing, sneezing, or blowing your nose.

6. Avoid touching your nose, mouth and eyes.

7. Utilize social distancing by consciously maintaining 6-foot spacing between individuals.

8. Keep frequently touched common surfaces (e.g., equipment controls, computers, shared hand tools, etc.) clean. Use disinfectant wipes.

9. Do not share hand or power tools, cell phones, or other equipment.

10. Minimize group meetings; utilize online meeting platforms whenever possible.

11. Limit unnecessary visitors to the workplace.

12. Keep disinfectant wipes available near commonly used items and equipment such as the time clock and decontaminate before and after use.

13. Post signs in common areas promoting appropriate personal hygiene (e.g., hand washing - http://tiny.cc/usc-hndwsh2).