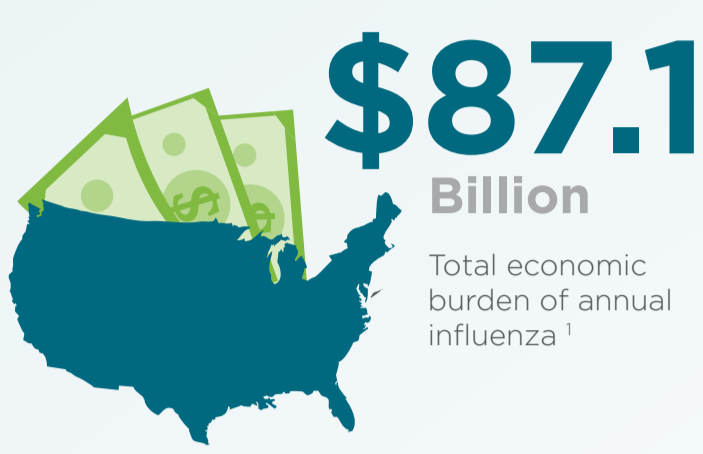


# PREVENTING ILLNESS IN THE OFFICE



Spreading sickness at work is easy and costly, often setting off a negative chain of events that can impact the health of coworkers, companies, and the economy.

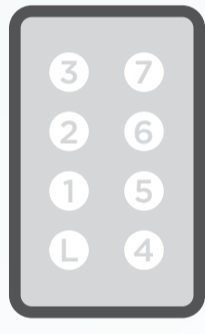
## ANNUAL COST of Illness at Work



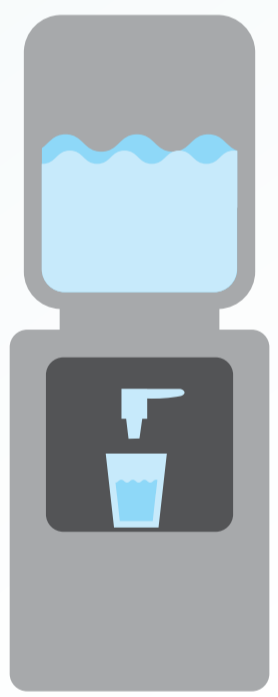
## HAND HYGIENE ALERT Germ Hotspots

### Elevator Buttons

Essential for the day's coming and going, watch out for the lobby button in particular



One of the first things that employees have to touch after the morning commute, going out to lunch, or visiting the washroom



### Break Room Appliances

Refrigerator, water cooler, faucet, and microwave – touched by countless employees, and their food



### Conference Room Tables

Not only touched by hands, but employees possessions: pens, computers, notebooks, and dirty tissues



### Desk

When was the last time you wiped off your desk? When was the last time you saw your coworkers wiping off theirs?

## TIPS for a Healthy Office

### Frequently wash your hands for 20 seconds

with soap and running water, particularly after using the restroom or visiting the break room

### Dry thoroughly

with a disposable paper towel

### Cover your coughs and sneezes

### Wipe off your desk, phone and computer

### Stay home when you are sick

to prevent the spread of illness

### Sanitize when hands aren't visibly dirty

#### SOURCE

<sup>1</sup> <http://www.cdc.gov/workplacehealthpromotion/businesscase/reasons/productivity.html>  
<sup>2</sup> <http://www.workforceinstitute.org/wp-content/themes/revolution/docs/Absenteeism-Bottom-Line.pdf>

