

# STOP THE SPREAD OF GERMS



## COVER YOUR MOUTH AND NOSE WHEN YOU SNEEZE OR COUGH

Cough or sneeze into a tissue and then throw it away; use your arm or sleeve to cover your face if you don't have a tissue. Wash your hands afterward.



## AVOID THOSE WHO ARE ILL

Avoid close contact with people who are sick. If you are sick, stay home and get plenty of rest. Check with a health care provider as needed.



## WHEN YOU ARE SICK, STAY HOME

Refrain from exposing others to your germs and check with a health care provider when needed.



## CLEAN SHARED SURFACES OFTEN

Clean and disinfect frequently touched objects and surfaces. Use disinfectants or antibacterial bleach wipes to clean commonly touched items such as doorknobs, faucet handles, copy machines, coffee pot handles, desktops, handrails, microwave buttons, keyboards, and elevator buttons. Germs travel fast with multiple hands touching shared surfaces.



## CLEAN YOUR HANDS OFTEN

Wash your hands with soap and water, vigorously rubbing together front and back for at least 20 seconds. Be sure to clean between fingers and under nails. Additionally, or if soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60 percent alcohol.



## AVOID TOUCHING YOUR EYES, NOSE, AND MOUTH

Germs need an entry point, and the average adult touches their face once every three or four minutes. Keep hand sanitizer at your desk to use after meetings or before grabbing one of those doughnuts from the breakroom.



**IT'S NOT TOO LATE ...  
TO GET A FLU SHOT**

SOURCES: Society for Human Resource Management and the Centers for Disease Control and Prevention.  
<https://www.cdc.gov/> | <https://www.shrm.org>



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## FEELING SICK?

If you have the following symptoms — fever, cough, chills, and shortness of breath — call UMaryland Immediate Care at 667-214-1899.