

City of _____

Safety Bulletin

Bulletin #1 Date: _____ Time: _____

(Name) _____ has been asked to serve as the interim Safety Officer.

While there is no current pandemic outbreak, there is still reason to be prepared and the Department of Health officials are monitoring the flu situation closely with the primary focus of protecting the community.

Department of Health officials are concerned about a new flu virus spreading from person to person. To help fight the flu, cover your nose and mouth with a tissue when you cough or sneeze, then throw the tissue away. Wash your hands often with soap and water, especially after coughing or sneezing. Stay home if you're sick and limit contact with others to keep from infecting them.

According to the CDC, almost all ailments and diseases can be easily prevented by simply washing one's hands, covering the nose and mouth with a tissue when coughing or sneezing and keeping all regularly used items clean.

The Safety Officer has announced personnel safety precautions/preventions to be enacted this week.

Wellness Checks

The Safety Officer will be performing wellness checks, daily, with all DEM personnel and personnel sharing office space on the first floor of the Emergency Operations Center.

Personal Sanitation

1. All employees should wipe down work areas twice daily
2. Wash hands frequently
 - a. When washing your hands rub with soap and warm water for at least 20 seconds.
3. Avoid handshaking
4. Cover your mouth and nose with a tissue when you cough or sneeze
 - a. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands

Wipe Down Your Work Areas!

Spray and wipe down doorknobs, handles, keyboards, or anything else that endures regular use by one or many individuals, with a disinfectant daily. Use sanitation wipes to wipe down the following specific areas:

1. Keyboard
2. Mouse
3. Phones
4. Cell Phones
5. Door Handles
6. Tables