

# COVID-19

#covid19longbeach  
longbeach.gov/covid19

## YES



Upon arrival to work and throughout the day use hand sanitizer or wash hands with soap & water for at least 20 seconds.



Space out workspaces and desks a minimum of 6ft apart to increase social distance.



Ask employer about working from home and call-in meetings.



Cover mouth when coughing or sneezing. Wash hands immediately after.



Clean & disinfect frequently touched surfaces.

## (ESSENTIAL) BUSINESS OFFICE GUIDELINES

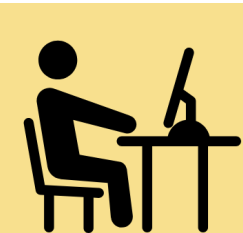
## NO



DO NOT hang out in large groups or host/attend large meetings.



DO NOT offer or share any kind of food samples.



DO NOT use other employee's desks, offices, phones, work tools or equipment.



DO NOT come to work if you are sick or are experiencing any symptoms. Stay home.