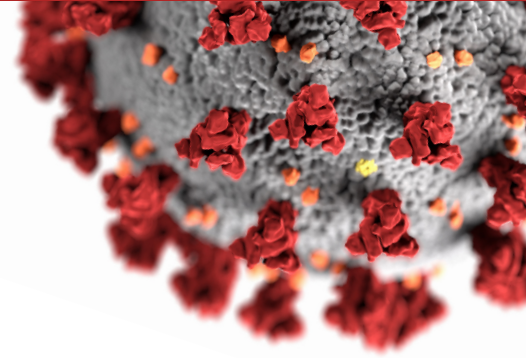


REDUCING VIRAL EXPOSURE IN WORK ENVIRONMENTS



- 1** Wear a mask and social distance. Masking and keeping six feet apart from others reduces the amount of particulates each person is putting into the air and receiving in one's airways.
- 2** Increase air exchange through heating, ventilation, and air conditioning (HVAC) system. Bring in more outdoor air to help dilute the particulates in the indoor air.
- 3** Increase filtration and upgrade HVAC filter. Leaving the HVAC fan on to continually filter the air can help reduce particulates. Upgrading the filter's minimum efficiency rating value (MERV) to at least a MERV 13 can improve filtration.
- 4** If there is no HVAC system - limit time in a shared workspace and open windows for fresh air exchange.

Particulates will settle out in one of two major ways – on surfaces or in our lungs.
- 5**
 - Wipe down and clean surfaces on a regular basis.
 - Wash hands when coming into or leaving your workspace.
 - Avoid touching your eyes, nose, and mouth
- 6** Purchase a HEPA air purifier for your home and work space to help give additional filtration in your immediate surroundings. Clean and replace filters per the manufacturer guidelines.
- 7** Replace high-touch communal items, such as coffee pots and bulk snacks, with alternatives such as pre-packaged, single-serving items.
- 8** Avoid congregating in groups: stagger shifts, start times, and break times as feasible to reduce the number of employees in common areas such as screening areas and break rooms
- 9** If you are not feeling well, stay home and contact your healthcare provider.

Following these safety measures can greatly reduce your risk, making the difference between staying well or getting sick.



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