

# City of Melrose

## EMPLOYEE'S DAILY CHECKLIST

*Today at work, I will . . .*

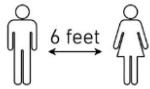


Bring and wear my face covering.



Complete self-health check before coming to work.

- ❖ Stay home if you are sick, have COVID-like symptoms, have been around someone with COVID. Follow protocol.



Keep six feet apart at all times.



Not touch my eyes / nose / mouth.



Frequently wash my hands with water & soap for 20 seconds



Use video-conferencing and avoid in person meetings.



Not shake hands & engage in unnecessary physical contact.



Not share office supplies and equipment.



Sanitize high touch points and screens daily.



Cover my cough and sneeze in tissue or my sleeve.



Wash my reusable face coverings daily.

*My health and the health of my coworkers is in my hands.*