

Reminders of CDC COVID-19 Guidance (4/30/2021)

Madison County Government strongly recommends employees adhere to the CDC's preventative hygiene guidance. When these measures are practiced with diligence, they are an effective means for minimizing the spread of the COVID-19 disease.

- If you are feeling ill, please stay at home.
- If you cannot properly socially distance within the workplace (at least 6 feet apart – about 2 arms' length) or while performing your work duties, please wear a cloth face covering provided by the County or wear your own [face covering](#).
- Outside of your individual office in common or public areas (i.e. coming/going from building; to restroom, to break room, to mailroom; or visiting another office, etc.), wear your face covering.
- Do not gather in groups in break rooms or other areas of the building. Limit the number of people in the room based on room size and social distancing guidelines.
- Address any concerns about your work area(s) directly with your supervisor.
- Avoid touching your face, mouth or eyes.
- [Wash your hands](#) frequently with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water is not available.
- Always cover your mouth and nose with a tissue when you cough or sneeze or into the inside of your elbow.
- It is recommended to not participate in any type of food sharing with your co-workers. If items are wrapped separately that is allowable.
- Please sanitize your hands before using community items like copy machines, paper shredder, paper cutter, coffee pots, microwave, ice machine or the refrigerator.
- Periodically clean high touch-point surfaces in your office such as doorknobs, light switches, electronics, file cabinets and or desk handles.
- Remove personal items from your desk to allow for easier cleaning of desktop.
- Continue practicing social distancing outside of the workplace and use of face coverings in public spaces. CDC's "Choosing Safer Activities" guidance available at this [LINK](#) for vaccinated and unvaccinated individuals.
- Avoid non-essential business travel.
- If you become ill at work, immediately privately notify your supervisor, avoid others and go home.

Given the fluid nature of the COVID-19 virus, the above information and procedures are subject to change.