First, Cover the Basics

**Keep your distance**
Stay a minimum of 6-feet away from others when possible.

**Practice good hand hygiene**
Wash your hands often and thoroughly.

**Do not touch your face**
Keep your hands away from your eyes, nose, and mouth.

What to Bring to Work

**Keep it simple**
The more items that you bring to and from work, the more surface the virus has to latch on to and travel with you. Be selective. Take only what you need.

**Suggestions:**
- Avoid wearing ties, long sleeves, watches, and jewelry.
- Don't wear anything that isn't washed regularly.
- Instead of your whole wallet, bring only your essential cards and IDs in a Ziploc bag.

Getting Home

**Disinfect, Disinfect, Disinfect**
Do your best to disinfect the things you touch. If you drive, wipe down surfaces you touch regularly, like the steering wheel and radio-dial.

**Be "Low-Touch"**
Touch only what you need to. If you take public transportation, hold onto grips with your elbow or wrist. Clean your hands after touching high-touch surfaces.

**Mask up**
Wear a simple face mask on your way home. You do not need to wear a medical mask outside of work.

At Home

**Clean it or Toss it**
Everything you bring back home from work should be immediately cleaned or thrown away. Do this before entering your home or directly after. Wash your clothes on high heat after each use. Disinfect your phone, badge, keys, shoes, and any other item you bring home. Disposable items should be thrown away.

**Establish Zones**
Limit the areas of your home where you store items for work, and make sure everyone else in the household stays away from those areas.

**Suggestion:**
Use tape to map out where you will store items that travel with you to work.
Emilia’s Routine

Emilia is a 33 year-old physician. Her primary concern during this time is protecting Simone, her 1 yr-old daughter.

Emilia likes to keep things simple. She brings her phone, keys, hand sanitizer, her ID, a few cards in a Ziploc bag, a fabric mask, and her glasses to and from work with her. She normally wears a Smart Watch but decided to leave it at home.

Emilia takes the train. She tries to avoid touching things but sanitizes her hands whenever she does. She wears a homemade fabric mask and tries her best to not touch her face.

When she gets home, Emilia starts by sanitizing her hands.

She then takes off as much clothing as she can outside her apartment door and puts it in a drawstring bag. The bag itself can be washed, and she finds it convenient to throw the whole thing into the washing machine once inside.

She sprays down her shoes, keys, glasses, and other items with 70% alcohol spray that she keeps just inside the door. She leaves her shoes outside and sanitizes her hands again before entering.

Once she’s inside, she takes off the rest of her clothing and also puts those into her washable bag. She leaves her work items in a “dirty zone” she has marked off by the door. She washes her hands again.

She drops her bag into the laundry and starts the load on the highest heat she can. Finally, she takes a shower. Now that her routine is over, she gives Simone a big hug.
Natalie’s Routine

Natalie is a 27 year-old nurse. She lives just outside the city with her husband Mark and two dogs.

Natalie brings the same things to work with her every day: keys, ID, badge, credit card, phone, hand sanitizer, and a fabric mask. She ties up her hair and loops her mask onto it, sparing her ears the afternoon ache the straps can cause. This also helps her to touch her face less often.

Natalie drives home from work. She wipes down high-touch surfaces on her way into the car: steering wheel, door handles, and around the ignition. On the way out of the car, she repeats the process.

Once she’s in the garage, she takes off her shoes, mask, and scrubs and places them in a cardboard box that is used only for her work attire.

Mark set up a table station for her to wipe down her keys, badge, cards, and phone before going inside.

Once she’s inside, she sets her cards and keys in another cardboard box by the door that connects her garage to her kitchen.

She heads to the bathroom to shower. On the way, she makes sure to wipe down the things she touches, like light switches and doorknobs.

The dogs are excited to see her after a long day, but she’s careful to put her work clothes in the laundry and finish her routine before petting them.
Plan Your Routine

Everyone’s circumstances and needs are different. Now, it’s time to plan a routine that works for you. Think through the questions below. Be sure to write down your routine and share it with your loved ones.

What items must you bring to work with you?

Will these items be cleaned or thrown away when you get home? Can you bring disinfecting wipes and hand sanitizer with you?

How will you limit your exposure on your commute home?

Will you avoid touching the things people touch the most? Will you disinfect surfaces before you touch them? Will you clean your hands after you touch things?

Where can you modify your living space and routine?

What will you clean? What will you throw away? Will you do this before or after going inside? Will you keep your work items together in a "dirty zone," by the entrance? Will you clean your hands before going inside? Right after? Will you wash your clothes? Will you take a shower?