



COLD AND FLU PREVENTION

TOOLBOX TALK SERIES – HEALTH AND SAFETY

November 2023

The cold and flu season can have a significant impact on our health and productivity, so it's essential to take proactive measures to reduce the risk of spreading these illnesses. Let's talk about some key strategies to help keep our workplace healthy.

1. Personal Hygiene:

- Wash your hands frequently with soap and warm water for at least 20 seconds. If soap and water are not available, use hand sanitizer with at least 60% alcohol.
- Avoid touching your face, especially your eyes, nose, and mouth, as germs can enter your body through these areas.



2. Respiratory Etiquette:

- Cover your mouth and nose with a tissue or your elbow when you cough or sneeze. Dispose of used tissues in a lined trash can.
- Encourage your colleagues to do the same to prevent the spread of germs.

3. Sick Days:

- If you're feeling unwell, have a fever, cough, or other flu-like symptoms, stay home to prevent the spread of illness to coworkers.
- Notify your supervisor if you need to take a sick day.

4. Flu Vaccination:

- Consider getting an annual flu shot. It's a highly effective way to reduce your risk of contracting and spreading the flu.



5. Cleaning and Disinfecting:

- Regularly clean and disinfect frequently-touched surfaces such as doorknobs, light switches, shared equipment, and workstations.
- Use disinfecting wipes provided in common areas to clean your workspace as needed.

6. Office Etiquette:

- Limit physical contact such as handshakes and hugs during flu season.
- Maintain a safe distance from coworkers who are visibly ill and encourage them to go home.

7. Good Nutrition and Hydration:

- Eat a balanced diet, stay hydrated, and get plenty of rest to maintain a strong immune system.
- Avoid excessive consumption of unhealthy snacks and sugary drinks.



8. Communicate Openly:

- Encourage open communication among team members regarding illness. If you're not feeling well, let your supervisor know without hesitation.

9. Reducing Stress:

- High stress levels can weaken your immune system. Practice stress-reduction techniques like deep breathing, exercise, and taking regular breaks.

Preventing the spread of cold and flu in the workplace is a shared responsibility. By following these strategies and making a conscious effort to maintain good personal hygiene, we can create a healthier and more productive work environment. Remember, staying healthy and preventing illness not only benefits you but also your coworkers and the organization as a whole.