



Public Health
Prevent. Promote. Protect.

Cortland County Health Department

CORTLAND COUNTY HEALTH DEPARTMENT

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Employee steps to prevent the spread of COVID-19

Clean your hands often

- **Wash your hands** often with soap and water for at least 20 seconds
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Rub your hands together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Avoid close contact** with people who are sick
- Put **distance between yourself and other people**. This is especially important for older adults and people who have serious underlying medical conditions like: heart disease, diabetes, lung disease.

Take steps to protect others

- **Stay home** if you are sick, except to get medical care.
- **Cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- **Clean AND disinfect frequently touched surfaces multiple times throughout the day**. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

If you are sick

- **STAY HOME!**
- If you experience fever, cough, or shortness of breath; call your supervisor and notify them that you will not be coming to work and Contact your Health Care Provider for further guidance.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor.
- **For information regarding Families First Coronavirus Response Act: Employee Expanded Family and Medical Leave Rights**, visit <https://www.dol.gov/agencies/whd/pandemic/ffcr-employee-paid-leave>
- **For common Questions and Answers regarding Families First Coronavirus Response Act**, visit <https://www.dol.gov/agencies/whd/pandemic/ffcr-questions>

The Health Department does not have the ability to test for COVID-19. **Testing is given through Health Care Providers in the community**. Cortland County residents who are experiencing coronavirus symptoms need to **call their doctor**, who will coordinate any necessary testing. For people who don't have a primary-care physician, they can call Upstate Medical University at (315) 464-3979 or Cayuga Health's Call Center at (607) 319-5708.

To make sure you are receiving accurate updates regarding COVID-19 in Cortland County; please refer the Cortland County Health Department's Website and Facebook page.