

# Cold and flu prevention in the workplace

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## Tips for employees



1. Cold and flu season in Australia is May–September. Getting a flu shot is most effective when administered before the flu season starts.
2. Cold and flu are highly contagious and can spread when infected people cough or sneeze in the workplace. Practise good cough and sneeze etiquette by covering your mouth or nose when coughing or sneezing (preferably with a tissue which is disposed of immediately) and wash your hands afterwards.
3. Encourage visitors to stay away if they are ill or wear personal protective equipment such as face masks if staying away is not an option.
4. Ensure you have a good supply of hygiene products close at hand to help prevent the spread of cold and flu, including tissues, a dustbin, soap, disposable wipes and disinfectant hand gel.
5. Stay healthy by eating a balanced diet, exercising every day, getting enough rest and avoiding dangerous substances like tobacco and alcohol.
6. Wash your hands regularly throughout the day. Avoid touching your mouth and nose with unclean hands which may harbour cold and flu viruses.
7. Keep surfaces and equipment clean and free of cold and flu germs by wiping them regularly with disinfectant wipes.
8. Practise good hygiene by cleaning your kitchen utensils as soon as you are done with them and not using your fingers to touch shared food.
9. Go home immediately if you begin to feel sick at work and stay away until you have recovered and are no longer contagious.
10. Try to train at least one other person to do your job so they can cover for you in periods of illness.
11. Organise facilities that allow you to work from home when you are contagious but not feeling sick enough for time off work.