



EMPLOYEE GUIDANCE

Together, we made great progress in keeping everyone safe.
Now it's time to move forward responsibly.

INSIDE THE WORKPLACE

Protecting our team AND our communities remains priority #1. WE begins with ME.

1. Demonstrate the utmost in responsibility, integrity, and safe care practices.
2. As much as possible, maintain social distancing between co-workers, patients, and residents.
3. Always follow PPE protocol, and keep up-to-date on changes through Incident Command and the [SHC COVID-19 Clinical Task Force \(CTF\) site](#).
4. Wash hands per protocol and wash them often throughout the day.
5. Keep up-to-date by reading Incident Command emails and other important communications.

OUTSIDE THE WORKPLACE

As our communities open up once again, help set the example of responsible behavior:

1. Use discretion in going out, and minimize close contact with all those outside your household.

2. Maintain social distancing when you go out – 6 feet minimum – and do not congregate in groups greater than 10.
3. Minimize travel to known hot spots. If you do travel, follow social distancing guidelines.
4. Hygiene is key! Maintain basic precautions, including frequent and vigorous hand washing and use of hand sanitizer.
5. Wear a mask or face covering in public.

SOCIAL MEDIA

These channels are important to all of us as a way to communicate and express ourselves.

1. Be mindful that as healthcare employees, people look to us for guidance. Recognize that our posts take on meaning greater than you may intend.
2. Others may see you as posting on behalf of Southwest Health. Post with that in mind.
3. Many have delayed care and need confidence they are now safe to seek care. Strive to reinforce, not undermine, public trust in our preparedness and safety. You are safe, and they are [SAFE IN OUR CARE](#).