



Gilmer County Emergency Management has formulated the following mitigation procedures for your business style based on recommendations and procedures established by the CDC in response to the current COVID-19 event. These procedures are purely recommendations, and in no form or context, implicit or implied, are to be taken as directives or mandates.

1. **Wash your hands** often with soap and water for at least 20 seconds.
2. Or, **use hand sanitizer containing at least 60% alcohol.**
3. **Avoid touching your eyes, nose, and mouth** with unwashed hands.
4. Put 6' of **distance between yourself and other people**
5. Cancel gatherings of **more than 10 people.**
6. **Use extensive telework** and use of e-meetings to conduct business.
7. **Encourage personal protective measures** among staff (e.g., stay home when sick, handwashing, respiratory etiquette).
8. Cancel **non-essential** work travel.
9. **Limit large work-related gatherings** (e.g., staff meetings, after-work functions).
10. Ensure **hand hygiene supplies** are readily available.
11. **Clean and disinfect frequently touched surfaces.** This includes, tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
12. If office work is needed, **limit the number of employees present at one time.** Consider working in shifts and allow time to clean work areas between shifts.