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Subject: Coronavirus and Best Practices to Promote a Healthy Workplace
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To: DOHR Communications DOHR.Communications@tn.gov

DC



Coronavirus and Best Practices to Promote a Healthy Workplace

Dear State Employees,

As many of you are aware, there have been several reported cases of the Coronavirus Disease (COVID-19) in Tennessee. It is important that state employees are vigilant in following best practices to promote a healthy workplace. The Centers for Disease Control (CDC) and Tennessee Department of Health (TDH) have outlined guidelines that all citizens are encouraged to adhere to.

Best practices include:

- Wash your hands often with soap and water (or alcohol-based hand rub) for at least 20 seconds, especially after coughing or sneezing. Do not touch your eyes, nose or mouth with unwashed hands.
- Stay home when you are sick.
- Cover your coughs and sneezes with your arm or a tissue.
- Clean and disinfect objects (i.e. cell phone, computer, etc.) and high-touch surfaces regularly.

As always, up-to-date communication will be provided to employees through TeamTN.gov and Everbridge, the state's Edison-integrated emergency notification tool. If you have not done so already, [please click here to update your employee contact information in Edison today.](#)

Please refer to the information provided by the CDC and TDH:

Centers for Disease Control and Prevention:

<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html>

Tennessee Department of Health: <https://www.tn.gov/health/cedep/ncov.html>

Sincerely,



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