The COVID-19 outbreak presents unusual circumstances that require us to do whatever is necessary to further our mission. This fact sheet discusses simple things that you can do to keep yourself and others healthy and stop the spread of this virus. Treat everyone as though they are a COVID-19 carrier and every common surface as if it harbors the virus. Remember, one careless person can spread the virus to the whole work unit. It is our responsibility to keep our community and colleagues safe.

Numerous DCNR staff are working in areas where they may encounter the public. Typically, our staff might stop to talk, offer maps, and provide other visitor services. However, as social distancing continues, it is critical to follow safety guidelines to reduce the risk of transmission of COVID-19.

Guidelines for Public Encounters
Continue to be kind and helpful but remember to be smart, alert, and careful.

- You can still be friendly by:
  - Waving
  - Smiling
  - Nodding

- But Don’t
  - Shake hands
  - Stand closer than 6 feet

- You can still offer information and assistance by
  - Standing or staying in your vehicle at least 6 feet away.
  - Rolling your vehicle window half-way down to remind people to practice social distancing.
  - Directing visitors to online resources.

- But Don’t
  - Hand out maps
  - Touch a person unless it is an emergency and you are using proper PPE.
  - Touch a surface frequently touched by the public without first disinfecting.

Remember to:
- Frequently clean your hands with soap and water or a hand sanitizer with at least 60% ethanol or 70% isopropanol
- Avoid close contact (less than 6 feet) with people
- Avoid spitting in public
- Cover your mouth and nose when coughing or sneezing using a flexed elbow or tissue
- Wear a face covering or mask when at your work site.

Please follow all the information provided to help prevent the spread of COVID-19. We will continue to do everything we can to keep our employees informed and safe. For additional information and to stay informed, reference the Centers for Disease Control or the Pennsylvania Department of Health websites.

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