

Porcelain Press

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Stay Home if You're Sick!

Got the sniffles? Low-grade temperature? Hacking cough? A virus has to run its course. **Be considerate of others and stay home when you're ill.** Germs can easily spread because of cross-contamination in close quarters.

Your cold is most infectious during the first few days. Stay at home, if possible, during this time to avoid exposing co-workers to your germs. Even a common cold can pose major problems for those that are immunocompromised or have other health considerations (e.g., heart problems, asthma, and diabetes).

Employers give you sick days for a reason – to remove the need to come to work for monetary reasons when ill. We want you well and back to work for the long run. When you're ill, you're not able to work at full capacity. Productivity and morale increase when you are feeling well.

- Try not to let work pressure/ anxiety keep you ill. Delegate/ negotiate deadlines, if possible.
- Reschedule meetings, if possible, or request someone to fill in for you. (3H361)
- Investigate working from home or flexing your time. See the [Time Reporting and Charging Requirements](#) subject area for more information.

Fight Germs in the Workplace

- Cover your mouth and nose when sneezing or coughing.
- Don't share cups and utensils with others.
- Wash your hands regularly with soap and water!
- Wipe phone, keyboard, mouse and doorknobs surfaces frequently with disinfectant.
- Avoid touching your eyes, nose, or mouth after coming in contact with shared equipment.
- Keep items like pencils and pens out of your mouth.

Environmental Stewardship Commitment

Last fall, PNNL became ISO 14001 registered for our Environmental Management System. PNNL will be having our first ISO 14001 surveillance audit from October 7-14.

As part of our commitment to environmental stewardship, we would like each staff member to understand and consider the environmental impacts of their daily work and to propose ways to eliminate or reduce the environmental impact of your work.

If the auditor visits you, you will be expected to know how to answer the following questions:

- How does the environmental stewardship policy relate to your job? (35877)
- How do your actions improve PNNL's environmental performance?

- What to do in case of a spill or emergency?

Also, in preparation for the audit, please review the Laboratory's environmental stewardship policy

Please take a minute to review these items which are also summarized on the ISO 14001 badge card.

If you have questions, or need a badge card please contact your Environmental Compliance Representative. (3K611)

Additional information on ISO 14001 and what do expect during the audit is available on the ISO 14001 website at <http://www.pnl.gov/iso14001/audits.htm>

For Your Health!

HEHF is gearing up to deliver flu shots to Hanford employees; Battelle dates and locations are listed below.

Oct. 13, 9 a.m.-3 p.m., Battelle Auditorium
Oct. 28, 9 a.m.-noon, Battelle Auditorium

Contact: HEHF Flu Hotline 376-1000

The Porcelain Press is sponsored by the Voluntary Protection Program (VPP) Steering Committee.

Comments on this issue should be addressed to the editor, 376-4088.

If your payroll number is listed in this issue, you've just won a VPP Prize! Contact Rob Boy <robert.boy@pnl.gov> to redeem your prize!

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