

COVID-19

THE BASICS

STAYING SAFE AT HOME
AND IN THE WORKPLACE



INTRODUCTION

WHAT IS COVID-19?

COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.

COMMUNITY MITIGATION

Community mitigation activities are actions that people and communities can take to slow the spread of infectious diseases, including COVID-19. Community mitigation is especially important before a vaccine or drug becomes widely available.

Some community mitigation actions may include:

- Washing hands often
- Avoiding close contact with people who are sick, and practicing social distancing
- Covering mouth and nose with a cloth face cover when around others
- Covering coughs and sneezes
- Cleaning and disinfecting frequently touched surfaces daily

Individuals, communities, schools, businesses and healthcare organizations all have a role to play in community mitigation. Policies, which include limits on large gatherings, restrictions on businesses, and school closures are often needed to fully put in place community mitigation strategies.



BASIC PRECAUTIONS

HAND WASHING

Handwashing is one of the best ways to protect yourself and your family from getting sick. Learn when and how you should wash your hands to stay healthy.

HOW GERMS SPREAD

Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread from other people or surfaces when you:

- Touch your eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

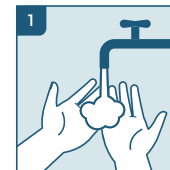
You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching garbage

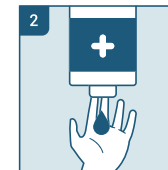


HOW TO WASH YOUR HANDS

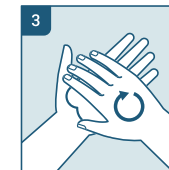
PROTECT YOURSELF AND OTHERS AGAINST INFECTIONS



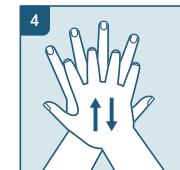
WET HANDS



APPLY SOAP



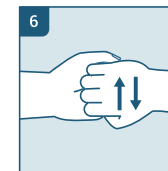
RUB HANDS
PALM TO PALM



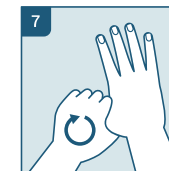
LATHER THE BACKS
OF YOUR HANDS



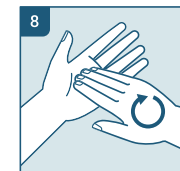
SCRUB
BETWEEN YOUR FINGERS



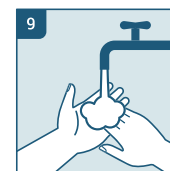
RUB THE BACKS
OF FINGERS ON
THE OPPOSING PALMS



CLEAN THUMBS



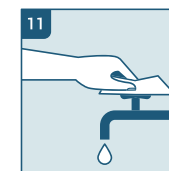
WASH FINGERNAILS
AND FINGERTIPS



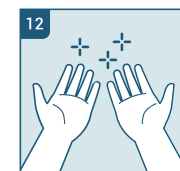
RINSE HANDS



DRY WITH
A SINGLE USE TOWEL

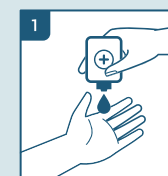


USE THE TOWEL
TO TURN OFF THE FAUCET



YOUR HANDS ARE CLEAN

APPLICATION OF HAND SANITIZER



APPLY THE PRODUCT ON
THE PALM OF ONE HAND



RUB HANDS TOGETHER



COVER ALL SURFACES
UNTIL HANDS FEEL DRY
(20 SEC)

BASIC PRECAUTIONS

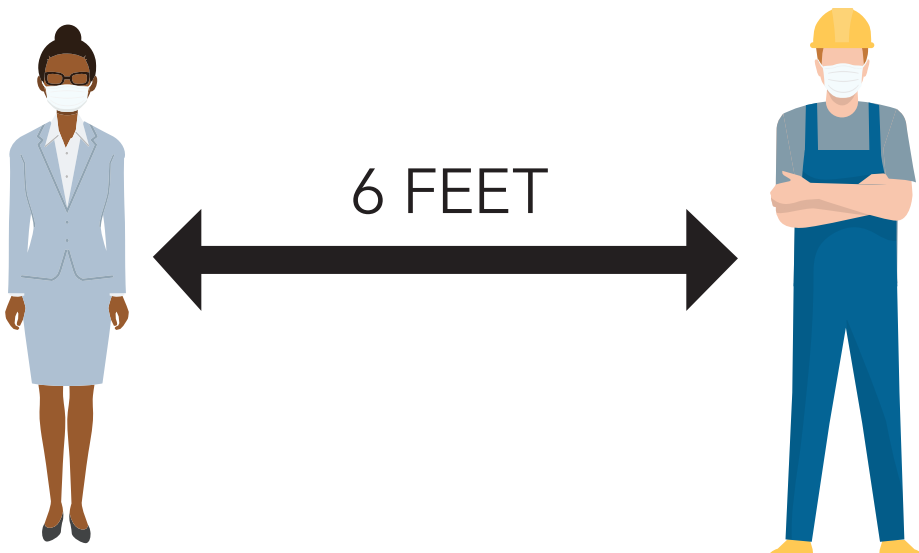
SOCIAL DISTANCING

Social distancing is one of the best tools we have to avoid being exposed to COVID-19. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you—or they—have no symptoms.

Limiting face-to-face contact with others is the best way to reduce the spread of coronavirus COVID-19. Social distancing is especially important for people who are at higher risk for severe illness.

While indoors please:

- Stay at least 6 feet (about 2 arms' length) from other people.
- Wear a face mask or face covering over your nose and mouth.



STRESS AND COPING

Everyone reacts differently to stressful situations and having to socially distance yourself from someone you love can be difficult.

The COVID-19 pandemic may be stressful for people. Fear and anxiety about a new disease and what could happen can be overwhelming and cause strong emotions in adults and children. Public health actions, such as social distancing, can make people feel isolated and lonely and can increase stress and anxiety. Coping with stress in a healthy way will make you, the people you care about, and your community stronger.

Stress during an infectious disease outbreak can sometimes cause the following:

- Fear and worry about your own health and the health of your loved ones, your financial situation or job, or loss of support services you rely on.
- Changes in sleep or eating patterns.
- Difficulty sleeping or concentrating.
- Worsening of chronic health problems.
- Worsening of mental health conditions.
- Increased use of tobacco, and/or alcohol and other substances.

If you feel you need help, looking for support from family and community is a great first step. In-person or virtual counseling or therapy can also be beneficial to mental health. Go to [cdc.gov/mentalhealth](https://www.cdc.gov/mentalhealth) for more information about mental health and how to get help.

CLEANING

HOW TO CLEAN AND DISINFECT YOUR HOME

- Wear reusable or disposable gloves for routine cleaning and disinfection.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces. High touch surfaces include: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

SOFT SURFACES

For soft surfaces such as carpeted floor, rugs, and drapes.

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

ELECTRONICS

For electronics, such as tablets, touch screens, keyboards, and remote controls.

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

LAUNDRY

For clothing, towels, linens and other items.

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away.



CLEANING

CLEAN HANDS OFTEN

Key times to clean hands:

- Immediately after removing gloves and after contact with a person who is sick.
- After blowing one's nose, coughing, or sneezing
- After using the restroom
- Before eating or preparing food
- After contact with animals or pets
- Before and after providing routine care for another person who needs assistance (e.g. a child)

Wash your hands often with soap and water for 20 seconds. Avoid touching your eyes, nose, and mouth with unwashed hands.

HAND SANITIZER

If soap and water are not readily available and hands are not visibly dirty, use a hand sanitizer that contains at least 60% alcohol. However, if hands are visibly dirty, always wash hands with soap and water.

- Always read and follow the directions on the label to ensure safe and effective use.
- Always store hand sanitizer out of reach of children and pets

HIGH TOUCH SURFACES

Certain areas in the home or office get touched more often, so they need to be cleaned more often.

These include:

- Tables
- Doorknobs
- Light switches
- Countertops
- Handles
- Desks
- Phones
- Keyboards
- Toilets
- Faucets
- Sinks

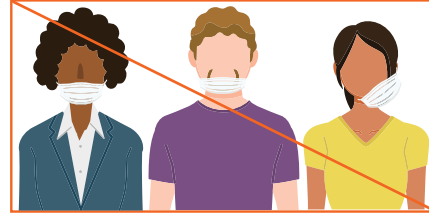


LEAVING THE HOME

HOW TO SAFELY USE A MASK



DO: MAKE SURE YOUR ENTIRE NOSE AND MOUTH ARE COVERED



DON'T: LET YOUR MASK SIT BELOW YOUR NOSE OR MOUTH OR HANG FROM ONE EAR

PUTTING ON A MASK

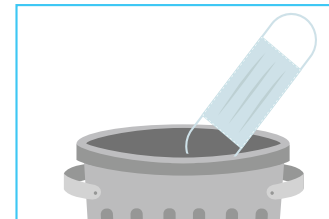
- Clean your hands with soap and water or if that's not available, alcohol-based hand sanitizer, before putting on your face covering.
- Make sure the mask covers both your nose and mouth.
- Don't wear your mask hanging under your nose or mouth or around your neck. You won't get the protection you need.
- Don't wear the mask on top of your head, or take it off and put it on repeatedly. Once it is in place, leave it there until you are no longer in public.

TAKING OFF A MASK

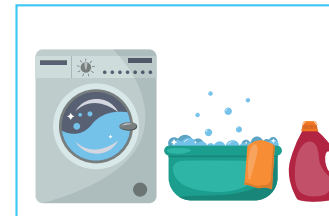
- Clean your hands with soap and water or if that's not available, alcohol-based hand sanitizer, before taking off your mask.
- Remove your mask by only touching the straps.
- Discard the mask if it is disposable. If you are reusing (cloth), place it in a paper bag or plastic bag until you can clean it later.
- Wash your hands again.
- When cleaning a cloth mask, put it in the washer (preferably on the hot water setting).

ALWAYS COVER YOUR FACE AROUND OTHERS

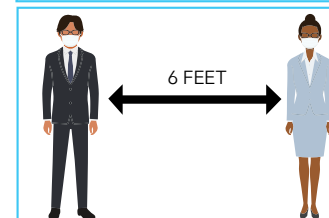
- You must wear a mask or face covering in public when social distancing (staying at least 6 feet apart) is not possible, unless a mask is not medically tolerated. This includes on public transport, in stores, and on crowded sidewalks.
- Wearing a mask isn't just about your safety, it protects your customers and co-workers.
- Cloth masks should be made from fabric you can't see through when held up to the light. They must be cleaned before reusing.
- The best way to prevent COVID-19 is to continue social distancing (staying at least 6 feet away from others), even when wearing a mask.



DISPOSE OF PAPER MASKS AFTER 1 USE



WASH CLOTH MASKS IN HOT WATER AND DRY ON HIGH



MAINTAIN SOCIAL DISTANCING, EVEN WHEN WEARING A MASK

LEAVING THE HOME

HOW TO SAFELY USE GLOVES

Gloves can be useful protection when coming into contact with frequently touched surfaces or shared objects that can't be sanitized between uses. They only provide protection when used properly. Anything you touch with the gloves risks becoming contaminated. So don't touch your phone, your face, or anything else that you will be in contact with later, after you take off your gloves. And take the gloves off properly to avoid contaminating your hands.



DON'T TOUCH YOUR
FACE OR MASK



DON'T TOUCH YOUR
PHONE



DON'T TOUCH YOUR
BARE HANDS

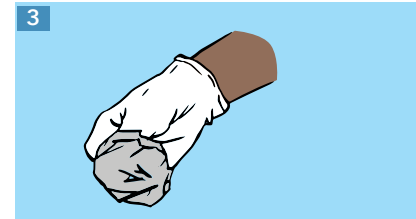
HOW TO SAFELY REMOVE GLOVES



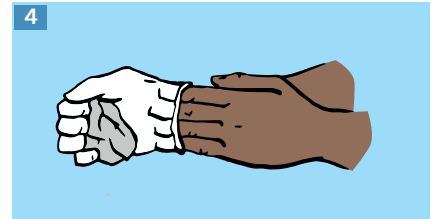
1 Grasp the outside of one glove at the wrist. Do not touch your bare skin.



2 Peel the glove away from your body, pulling it inside out.



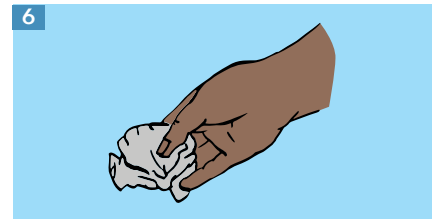
3 Hold the glove you just removed in your gloved hand.



4 Peel off the second glove by putting your fingers inside the glove at the top of your wrist.



5 Turn the second glove inside out leaving the first glove inside the second.



6 Dispose of the gloves safely. Do not reuse the gloves.



7 Clean your hands immediately after removing gloves.

WELLNESS

If **you** are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community.

STAY HOME

- Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- Take care of yourself. Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- Stay in touch with your doctor. Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people.
- As much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.

MONITOR YOUR SYMPTOMS

Symptoms of COVID-19 include fever, cough, or other symptoms. Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information.

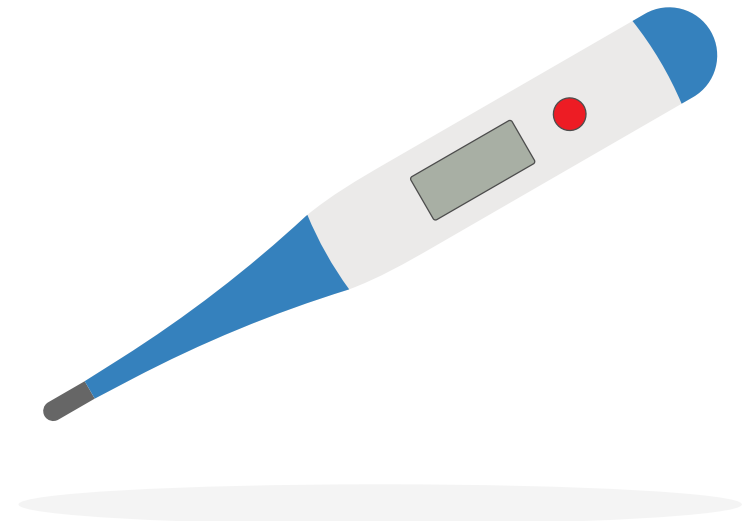
WHEN TO SEEK EMERGENCY MEDICAL ATTENTION

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.



WELLNESS

If **someone else in your home** is sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community.

BEDROOM AND BATHROOM

- Designate a separate bedroom and bathroom for a person who is sick (if possible).
- The person who is sick should stay separated from other people in the home (as much as possible).
- If you have a separate bedroom and bathroom: Wear disposable gloves and only clean the area around the person who is sick when needed, such as when the area is soiled. This will help limit your contact with the person who is sick.
- Caregivers can provide personal cleaning supplies to the person who is sick (if appropriate). Supplies include tissues, paper towels, cleaners, and EPA-registered disinfectants. If they feel up to it, the person who is sick can clean their own space.
- If sharing a bathroom: The person who is sick should clean and disinfect after each use. If this is not possible, the caregiver should wait as long as possible before cleaning and disinfecting.

FOOD

- Stay separated: The person who is sick should eat (or be fed) in their room if possible.
- Wash dishes and utensils using disposable gloves and hot water: Handle any used dishes, cups/glasses, or silverware with gloves. Wash them with soap and hot

water or in a dishwasher.

- Clean hands after taking off gloves or handling used items.

TRASH

- If possible, dedicate a lined trash can for the person who is sick.
- Use disposable gloves when removing garbage bags, and handling and disposing of trash.
- Wash hands afterwards.

WHEN TO SEEK EMERGENCY MEDICAL ATTENTION

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RESOURCES

All of the information in this booklet was provided by the Centers for Disease Control and Prevention, for more information about COVID-19 go to:

www.cdc.gov/coronavirus

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