

Coronavirus Disease (COVID-19) Workplace Checklist



Washtenaw County businesses and entities may remain open if they provide essential services to sustaining or protecting life. These businesses and entities must follow the guidelines set forth in the [Washtenaw County Health Officer's Order](#) and the [Governor's Executive Order 2020-42](#) to ensure the safety of employees and customers.

Post the Washtenaw County Order

Hang the [Washtenaw County April 13, 2020 Public Health Order](#) at all facility entrances so that it is visible to all employees and customers.

Develop and implement a social distancing plan

Determine how you will maintain 6 feet of distance between people. This 6-foot distance applies to employees working in shared spaces, and to customers waiting for services inside or outside the business. Options include using signs, contact barriers, entrance limits, and specialized hours. You may also need to limit capacity inside facilities to provide for social distancing between customers and employees. Encourage employees to wear masks.

Screen staff reporting to work sites

Ask all staff these questions when they report for work for each shift:

1. Do you have symptoms of fever, cough (excluding chronic cough due to known medical reason), shortness of breath, sore throat, or diarrhea (excluding diarrhea due to known medical reason)?
2. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?
3. Have you travelled on an airplane internationally or domestically in the last 14 days?

If an employee answers **YES** to question 1:

The employee is not permitted on the work site and should self-isolate at home for a minimum of 7 days after symptoms started. They must also have 3 days without fever and have improvement in respiratory symptoms before returning to work.

If an employee answers **YES** to questions 2 and/or 3:

If the employee **is not** a health care or critical infrastructure worker, the employee is not permitted on the work site and should self-quarantine at home for 14 days following close contact with the COVID-19 positive person or following international or domestic travel.

If the employee **is** a health care worker or critical infrastructure worker, the employee may continue to work if they do not have symptoms. If the employee develops symptoms, they should be sent home immediately and should self-isolate at home for a minimum of 7 days after symptoms started. They must also have 3 days without fever and have improvement in respiratory symptoms before returning to work.

- **Critical infrastructure workers who have been exposed to COVID-19 but who do not have symptoms may continue to come to work if these guidelines are followed:**
 - **Pre-Screen:** Employers must ensure the worker is asked the health symptom questions before each shift. Ideally, the employee's temperature should also be measured prior to starting work, and before the individual enters the facility.
 - **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure to someone who tested positive for COVID-19. Employers can issue facemasks or can approve an employee's own cloth face covering in the event of mask shortages.
 - **Social Distance:** The employee should maintain a 6-foot distance from all others and should practice social distancing as work duties permit in the workplace.
 - **Clean and Disinfect:** Frequently clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment which the exposed person may contact.

14-Day Quarantine Exemptions for Workers Exposed to COVID-19:

To ensure continuity of operations of essential functions, critical infrastructure workers may continue to work following potential exposure to COVID-19, as long as they do not have symptoms and as long as additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Health Care Workers

The 14-day quarantine period for workers who have travelled or who have been exposed to someone with COVID-19 does not apply to:

- Hospitals
- Healthcare facilities
- EMS
- Other organizations that employ healthcare workers in the inpatient or outpatient setting
- All providers and support staff involved in patient care, including pharmacies
- All public health functions actively involved in the COVID-19 response (local or state)

Critical Infrastructure Workers

The 14-day quarantine period for workers who have travelled or who have been exposed to someone with COVID-19 does not apply to critical infrastructure workers as outlined by the [Centers for Disease Control and Prevention \(CDC\)](#):

- Federal, state, and local law enforcement
- 911 call center employees
- Fusion Center employees
- Hazardous material responders from government and the private sector
- Janitorial staff and other custodial staff
- Workers – including contracted vendors – in food and agriculture, critical manufacturing, informational technology, transportation, energy, and government facilities

The state of Michigan has additional guidance on [critical infrastructure workers](#).

Screening Guidance:

Employees should be screened for symptoms of fever, cough (excluding chronic cough due to medical reason), shortness of breath, sore throat, or diarrhea (excluding diarrhea due to known medical reason). These symptoms can be accompanied by chills, shivering, muscle aches, headaches, or new smell or taste disorders (or in rare cases, these atypical symptoms can be the only symptoms that are present).

If a touchless/contactless thermometer is available, a temperature check is strongly recommended at the worksite. We understand it may be difficult to get a thermometer at this time. Employees can also take their temperature at home and report it to their employer. A fever is considered a temperature of 100.4°F or above.

Use an active screening plan that will work best for your facility. Evaluate how the screening is taking place. You can use [this form](#) to record answers. You are not required to record answers to the 3 screening questions, or record employee temperature results. We recommend it, but you are not required to do so.

Items to consider: Stagger shift starting times so employees do not arrive at the same time. Have one person asking staff the screening questions directly. Or, staff could do a “self-check-in” by entering their information on a computer, tablet, or sheet of paper. Be sure to instruct employees on properly disinfecting equipment or writing utensils. Provide alcohol-based hand sanitizer at the screening station, if possible. Be sure to maintain employee confidentiality with any information that is provided in the screening.

If your facility is already following other appropriate or more-stringent infection control procedures (like CDC guidelines), please continue to use those procedures.

For questions, visit washtenaw.org/COVID19 or contact with Washtenaw County Health Department at L-wchdcontact@washtenaw.org or 734-544-6700.

**PUBLIC HEALTH EMERGENCY ORDER IN RESPONSE TO THE COVID-19 PANDEMIC
PROCEDURES FOR BUSINESSES/ENTITIES
REMAINING OPEN UNDER EXECUTIVE ORDER 2020-42**

The Washtenaw County Local Health Officer issues this Order pursuant to the Michigan Public Health Code, MCL 333.2453 as it has been determined that it is necessary to protect the public health from further spread of COVID-19 within Washtenaw County. With this order, the prior order regarding pandemic procedures for businesses/entities is rescinded. As evidence for the need for these measures, the State of Michigan is under a “shelter in place” order as of March 24, 2020 and extended it through April 30, 2020. As part of that order, certain businesses and entities may remain open because they provide essential services to sustaining or protecting life. Being that COVID-19 is being spread by person to person contact, those businesses and entities remaining open still pose a risk to furthering community spread. In addition to the measures ordered by the Governor, certain procedures must be implemented at those businesses and entities in order to limit exposure within the community and protect the individuals designated as essential. As such, the Washtenaw County Local Health Officer hereby orders the following to take effect on **April 14, 2020 at 12:00 a.m. and remain in effect through April 30, 2020 at 11:59 p.m.:**

Businesses and entities in Washtenaw County remaining open under Governor Whitmer’s Executive Order 2020-42 must:

1. Develop and implement a daily screening procedure for all staff upon reporting to work sites. The screening procedures must include the following:
 - a. Ask if the employee has symptoms of fever, cough (excluding chronic cough due to known medical reason), shortness of breath, sore throat, or diarrhea (excluding diarrhea due to know medical reason). If a touchless/contactless thermometer is available, a temperature check is strongly recommended instead of verbal confirmation. The presence of any symptoms is a concern;
 - b. Ask if the employee has had close contact in the last 14 days with an individual diagnosed with COVID-19; and
 - c. Ask if the employee has travelled via airplane internationally or domestically in the last 14 days.
2. If an employee answers “yes” to screening question 1 (a), the employee is not permitted on the work site and should self-isolate at home for a minimum of 7 days after symptoms started. They must also have 3 days without fever and have improvement in respiratory symptoms.
3. If an employee answers “yes” to screening question 1 (b) or 1 (c), the employee is not permitted on the work site and should self-quarantine at home for 14 days.
 - a. Exceptions:
 - i. Does not apply to hospitals, healthcare facilities, EMS, other organizations that employ healthcare workers in the inpatient or outpatient setting, all providers and support staff involved in patient care, including pharmacies, and all public health functions actively involved in the COVID-19 response (local or state). Nothing in this order shall limit these essential operations.
 - ii. Does not apply to critical infrastructure workers as outlined by the Centers for Disease Control and Prevention (CDC). See

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>.

These include

1. Federal, state, and local law enforcement
 2. 911 call center employees
 3. Fusion Center employees
 4. Hazardous material responders from government and the private sector
 5. Janitorial staff and other custodial staff
 6. Workers – including contracted vendors – in food and agriculture, critical manufacturing, informational technology, transportation, energy, and government facilities
- b. Critical infrastructure workers in part 3 (a) (ii), may be allowed to continue work provided they remain asymptomatic and the employer implements the following additional precautions to protect the employee and community (see CDC guidelines for additional details <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>)
- i. As long as the employee does not have a fever or symptoms, they should self-monitor under the supervision of their employer’s occupational health program.
 - ii. The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or approve employees’ supplied cloth face coverings in the event of shortages.
 - iii. Beyond standard cleaning protocols, clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment routinely known to be utilized by the exposed employee during the 14 days after last exposure.
4. Develop and implement a social distancing plan (at least 6 feet from another person) for employees working in shared spaces and customers waiting for services inside or outside of the business.
 5. Limit capacity inside facilities to provide for social distancing between customers and employees. This includes, but is not limited to use of signs, contact barriers, entrance limits and specialized hours.
 6. Publish this order at all facility entrances so that it is visible to all employees and customers.

Such measures will be enforced, and any violations are subject to citation and penalties as outlined in the Michigan Public Health Code.

April 13, 2020



Jimena Loveluck, MSW
Washtenaw County Health Officer

Coronavirus Disease (COVID-19) Workplace Health Screening



Company Name: _____

Employee Name: _____

Date: _____

Time In: _____

In the past 24 hours, have you experienced:

Subjective fever (felt feverish): Yes No

New or worsening cough: Yes No

Shortness of breath: Yes No

Sore throat: Yes No

Diarrhea: Yes No

Current temperature: _____

If you answer **“yes”** to any of the symptoms listed above, or your temperature is **100.4°F or higher**, please do not go into work. Self-isolate at home and contact your primary care physician’s office for direction.

- You should isolate at home for minimum of 7 days since symptoms first appear.
- You must also have 3 days without fevers and improvement in respiratory symptoms

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19? Yes No

Travelled via airplane internationally or domestically? Yes No

If you answered **“yes”** to either of these questions, please answer the following question:

Have you been designated as a health care or critical infrastructure worker? Yes No

If you answer **“no,”** that you are **not** a health care or critical infrastructure worker, you are not permitted on the work site and should self-quarantine at home for 14 days following close contact with the COVID-19 positive person or following international or domestic travel.

If you answer **“yes,”** you **are** a health care worker or critical infrastructure worker, you may continue to work if they do not have symptoms. You should wear a face mask at all times while in the workplace for 14 days after last exposure to someone who tested positive for COVID-19. Employers can issue facemasks or can approve your own cloth face covering in the event of mask shortages.

For questions, visit washtenaw.org/COVID19 or contact with Washtenaw County Health Department at L-wchdcontact@washtenaw.org or 734-544-6700.

Managing Coronavirus Disease (COVID-19) in the Workplace



Washtenaw County businesses and entities may remain open if they provide essential services to sustaining or protecting life. These businesses and entities must follow the guidelines set forth in the [Washtenaw County Health Officer's Order](#) and the [Governor's Executive Order 2020-42](#) to ensure the safety of employees and customers.

Washtenaw County Health Department recommends:

- Screen everyone. Check employees for fever or other symptoms if they will enter facilities or buildings.
- Any employee with symptoms or underlying health conditions must stay home or work remotely.
- Maintain 6 feet of distance between people.
- Emphasize frequent and proper hand washing. Make sure sinks are well supplied.
- Do not share space or equipment. If this is not possible, have employees wash their hands before and after using shared equipment. Clean and sanitize equipment between uses.
- Work remotely whenever possible.
- Encourage employees to wear masks, particularly if they will be in close contact with other employees or the public. Cloth masks are acceptable, as surgical masks should be reserved for those in health care.

What is the difference between a “critical infrastructure worker” and one who is not?

Critical infrastructure workers are those where in-person presence is necessary to sustain or protect life. They fall into categories described in the following guidance:

- U.S. Department of Homeland Security [designation of critical infrastructure work](#)
- State of Michigan guidance on the [categories of employees defined as critical infrastructure workers](#)
- The Governor's [Executive Order 2020-42](#) includes descriptions of critical infrastructure job categories

Examples of critical infrastructure workers include health care workers, food service workers, grocery store workers, and manufacturing workers in a facility that is making critical equipment, to name a few.

Workers who are **not** critical infrastructure workers are those who are necessary to conduct minimum basic operations. The in-person presence of the worker is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.

Examples of workers who are not critical infrastructure workers include a security guard at a facility that is closed, or a bookkeeper who needs to be in the office to complete payroll.

Why is the quarantine time period different for critical infrastructure workers vs. other workers?

Critical infrastructure workers, due to the nature of their work, are needed to ensure continuity of operations of essential functions, like health care and our food supply. We all depend on these workers. Because of this, critical infrastructure workers may continue to work following potential exposure to COVID-19, if they do not have symptoms and as long as additional precautions are implemented to protect them and the community.

Businesses do not have to adopt the updated quarantine guidance and can continue to practice the 14-day quarantine period for workers who have travelled or who have been exposed to COVID-19.

What do I do when my employee shows up to work ill?

If an employee comes to work ill, or becomes ill while at work, they should be directed to go home immediately, even if their symptoms are mild. If they are having trouble breathing or cannot keep fluids down, have them contact their doctor right away.

What should I do if visitors or customers have symptoms of illness, such as coughing or sneezing?

You and your employees should follow social distancing guidance and maintain at least a 6-foot distance from anyone, especially those who are having symptoms. If your employee must be closer to the customer, advise them to minimize time spent with symptomatic customers to less than 10 minutes, if possible. Be sure to provide the public with tissues and trash receptacles. Have a no-touch hand sanitizer dispenser near customer entrances. Encourage employees to wear a cloth mask or face covering if they will be near customers.

One of our employees just tested positive for COVID-19. Should I send everyone home?

Instruct the employee to stay home and self-isolate. They should not return to work for at least 7 days after symptoms first started **and** 72 hours (3 full days) after fever has resolved without the use of fever-reducing medicines **and** symptoms have improved, whichever is longer. You could offer telework assignments if the employee is well enough to work. **IMPORTANT:** You must protect the confidentiality of your employee. Legally, you cannot identify the employee by name. DO NOT disclose to other staff or third parties the name or other personal or health information of the employee who tested positive for COVID-19.

Thoroughly clean and disinfect equipment and other elements of the work environment of the employee, along with frequently touched surfaces and objects such as doorknobs/push bars, elevator buttons, restroom doors, etc. Use EPA-approved disinfectants and use according to label instructions.

If the employee had been working while ill, identify co-workers and individuals that the employee may have come into close contact with. **A close contact is defined as a person who had been within 6 feet of the affected employee for greater than 10 minutes while the employee had symptoms.**

- If the co-workers that the employee had close contact with **are not** health care or critical infrastructure workers, the exposed co-workers are not permitted on the work site and should self-quarantine at home for 14 days.
- If the co-workers that the employee had close contact with **are** health care worker or critical infrastructure workers, the exposed co-workers may continue to work if they do not have symptoms. The exposed co-workers should wear masks, if available, while at work.

If an employee develops symptoms, they should follow the return to work guidelines noted previously (7 days after symptoms started and 3 days after fever has resolved and symptoms improved, whichever is longer).

One of our employees has a “suspected” (but unconfirmed) case of COVID-19. What should I do?

You would follow all the same steps outlined above for an employee who tested positive for COVID-19. Identify co-workers and individuals that the employee may have come into close contact with while ill. A close contact is defined as those individuals who had been within 6 feet of the affected employee for greater than 10 minutes while the employee had symptoms.

Thoroughly clean and disinfect equipment and other elements of the work environment of the employee, along with frequently touched surfaces and objects such as doorknobs/push bars, elevator buttons, restroom doors, etc. Use EPA-approved disinfectants and use according to label instructions.

An employee’s family member has a “suspected” OR a confirmed case of COVID-19. What should I do?

If the employee **is not** a health care or critical infrastructure worker, the employee is not permitted on the work site and should self-quarantine at home for 14 days.

If the employee **is** a health care or critical infrastructure worker, the employee may continue to work if they do not have symptoms. The employee should wear a mask, if available, while at work.

If an employee develops symptoms, they should follow the return to work guidelines noted previously (7 days after symptoms started and 3 days after fever has resolved and symptoms improved, whichever is longer).

One of my employees has reported that they came into contact with someone believed to be positive for COVID-19. What should I do?

Review the nature of the exposure. If the contact occurred within 6 feet of the ill individual for more than 10 minutes, the employee is considered a close contact and should follow these guidelines:

- If the employee **is not** a health care or critical infrastructure worker, the employee is not permitted on the work site and should self-quarantine at home for 14 days.
- If the employee **is** a health care worker or critical infrastructure worker, the employee may continue to work if they do not have symptoms. The employee should wear a mask, if available, while at work.

If an employee develops symptoms, they should follow the return to work guidelines noted previously (7 days after symptoms started and 3 days after fever has resolved and symptoms improved, whichever is longer).

One of our employees just found out they were exposed to COVID-19 after interacting with a member of the public (or vendor, or contractor). What steps do I take?

Review the nature of the exposure. If the contact occurred within 6 feet of the ill individual for more than 10 minutes, the employee is considered a close contact and should follow these guidelines:

- If the employee **is not** a health care or critical infrastructure worker, the employee is not permitted on the work site and should self-quarantine at home for 14 days.
- If the employee **is** a health care worker or critical infrastructure worker, the employee may continue to work if they do not have symptoms. The employee should wear a mask, if available, while at work.

If an employee develops symptoms, they should follow the return to work guidelines noted previously (7 days after symptoms started and 3 days after fever has resolved and symptoms improved, whichever is longer).

When can my employee come back to work if they have been ill?

Employees who have been ill with symptoms of an upper respiratory illness [new onset of fever (subjective or temperature of $\geq 100.4^{\circ}\text{F}$ or 37.8°C) OR symptoms of possible COVID-19 (cough OR shortness of breath OR sore throat OR diarrhea)] can return to work 7 days after symptoms started and 72 hours after fever has resolved without the use of fever reducing medications and symptoms improved, whichever is longer.

How do I count the 7 days of isolation or 14 days of quarantine?

For **isolation (sick individual)**, the day the individual first showed symptoms of illness is "Day 0." Count 7 days past that date for the return-to-work date. Be sure that the employee also has 72 hours (3 full days) of no fever and improved symptoms.

- **Example:** Employee developed fever 4/14/20 (Day 0). Fever went away on its own 4/16/20. Employee has no other symptoms. Employee can return to work 4/22/20 (Day 8, which is 7 full days after illness began and at least 3 days after fever stopped/symptoms improved).

For **quarantine (exposed to sick individual)**, the day the individual had exposure with an ill individual is "Day 0." Count 14 days past that date for the return-to-work-date.

- **Example:** Employee's spouse developed fever 4/14/20 (Day 0). Employee can return to work 4/29/20 (Day 15, which is 14 full days after exposure).
- **Note:** If the employee develops symptoms while in quarantine, they must then revert to the 7 days past symptoms and 3 days without symptoms to return to work. See isolation example.

Example Scenarios

Situation	Category	Action
Employee working as a cook in a restaurant who develops symptoms (fever and cough)	Critical infrastructure worker	Isolate at home for at least 7 days
Employee working as a cook in a restaurant who lives with a person who is sick (fever and cough)	Critical infrastructure worker	Continue working following CDC safety practices
Employee who works in a store as a bookkeeper doing payroll becomes ill with cough and sore throat	Not a critical infrastructure worker	Isolate at home for at least 7 days
Employee who works in a store as a bookkeeper doing payroll returns from recent airplane travel to the west coast	Not a critical infrastructure worker	Quarantine at home for 14 days
Janitorial staff working at an insurance company is a close contact to a COVID-19 case	Critical infrastructure worker	Continue working following CDC safety practices
Janitorial staff working at an insurance company is diagnosed with covid19	Critical infrastructure worker	Isolate at home for at least 7 days

For the most up-to-date guidance for COVID-19, including [detailed instructions on self-isolation and self-quarantine](#), visit the following sources of official information:

- Washtenaw County: washtenaw.org/COVID19
- Michigan: michigan.gov/coronavirus
- National: cdc.gov/COVID19

For additional questions, please contact the Washtenaw County Health Department at L-wchdcontact@washtenaw.org or 734-544-6700.

Directions for Isolation, Quarantine, Monitoring, and Social Distancing

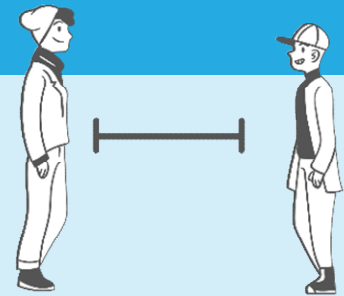
Following these directions are the best way to keep your friends and family safe from COVID-19. Please do your part to keep everyone in our community healthy.

Who should be taking which steps?

- **Social distancing:** EVERYONE
- **Self-monitoring:** Anyone who wants to make sure they aren't getting sick
- **Self-quarantine:** Anyone who has had close contact or lives with someone who is sick
- **Self-isolation:** Anyone who is sick

Social Distancing

- Keep 6 feet of space between people as much as possible.
- Avoid places at their busiest times.
- Use online, drive-through, or curbside services when possible.
- Avoid getting together in social groups.
- If possible, businesses should have employee tele-commute, provide online options, and limit in-person meetings.



Self-Monitoring



- Practice social distancing.
- Take and record temperature daily.
- Report any temperature of 100.4°F or above to your doctor.
- Report any onset of respiratory illness to your doctor. These include:
 1. Cough
 2. Shortness of breath or difficulty breathing
 3. Chest pain
 4. Additionally, you could experience sore throat, fatigue, muscle aches, chills, headache, abdominal pain, nausea, vomiting or diarrhea
- If you need medical care, call ahead to your doctor.
- Household members should practice social distancing.
- If you develop symptoms of illness you will move into Self-Isolation.

Self-Quarantine



- **Under no circumstance should you go to work, school or public places.** You should only consider leaving your home if you need medical attention.
 - Avoid using public transportation to get to your medical provider or emergency department. Do not use busses, Uber, Lyft, taxi cabs or rail lines.
 - Wear a mask over your nose and mouth if you must leave your house to seek medical care.
- Take and record temperature daily.
- Report any temperature of 100.4°F or above to your doctor.
- Report any onset of respiratory illness to your doctor. These include:
 1. Cough
 2. Shortness of breath or difficulty breathing
 3. Chest pain
 4. Additionally, you could experience sore throat, muscle aches, chills, headache, abdominal pain, nausea, vomiting or diarrhea
- If you need medical care, call ahead to your doctor.
- Minimize contact with others in your home when possible.
- Do not share items with your household members or pets such as dishes, drinking cups, silverware, towels or bedding. After using these items, they should be washed with soap and hot water.
- Cover your coughs and sneezes with a disposable tissue or the upper part of your sleeve. Dispose of tissues in a lined trash can. Wash your hand immediately afterward.
- Wash your hands frequently with soap and water for at least 20 seconds. This includes after using the restroom, coughing or sneezing, or when they are visibly dirty. If you do not have access to soap and water, use a hand sanitizer with 60% - 95% alcohol
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Clean your frequently used surfaces with a solution of 1/3 cup bleach to a gallon of water or disinfectant sprays or wipes daily. This includes “high-touch” surfaces such as phones, tablets, keyboards, doorknobs, bathroom fixtures, toilets, counters, tabletops and bedside tables. Wear rubber gloves if necessary and make sure the area is properly ventilated. Do not mix bleach with other cleaning products.
- Household members should practice self-monitoring.
- If you develop symptoms of illness you will move into Self-Isolation.

Self-Isolation



- **Under no circumstance should you go to work, school or public places.** You should only consider leaving your home if you need medical attention.
 - Avoid using public transportation to get to your medical provider or emergency department. Do not use busses, Uber, Lyft, taxi cabs or rail lines.
 - Wear a mask over your nose and mouth if you must leave your house to seek medical care.
- Avoid handling pets or other animals while you are sick.
- Cover your coughs and sneezes with a disposable tissue or the upper part of your sleeve. Dispose of tissues in a lined trash can. Wash your hands immediately afterward.
- Wash your hands frequently with soap and water for at least 20 seconds. This includes after using the restroom, coughing or sneezing, or when they are visibly dirty. If you do not have access to soap and water, use a hand sanitizer with 60% - 95% alcohol.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Clean your frequently used surfaces with a solution of 1/3 cup bleach to a gallon of water or disinfectant sprays or wipes daily. This includes “high-touch” surfaces such as phones, tablets, keyboards, doorknobs, bathroom fixtures, toilets, counters, tabletops and bedside tables. Wear rubber gloves if necessary and make sure the area is properly ventilated. Do not mix bleach with other cleaning products.
- Clean any item or surface that may have blood, mucus, vomit, urine, stool or other body fluids on them.
- Make sure your home has good airflow, open windows if weather permits or use the air conditioner.

If you live with others:

- Separate yourself from other household members and pets whenever possible.
- You should stay in a specific room and away from other household members.
- Use a separate bathroom if possible.
 - If you must share a bathroom wipe down all surfaces after the patient uses it.
 - If you share a shower, do not share razors, washcloths or body sponges/poufs.
 - Keep toothbrushes separate.
 - If you must enter a shared space put a mask over your nose and mouth before leaving your room.
- Do not share items with your household members or pets such as dishes, drinking cups, silverware, towels or bedding. After using these items, they should be washed with soap and hot water.
- Household members should practice Self-Quarantine.
- Dirty laundry should be handled with gloves and kept away from the body. Do not shake out laundry. Wash and dry with normal detergent at highest temps per labels.
- Someone who is asymptomatic should take care of and walk pets.



If you live alone, do not open your door to anyone.

- If someone is dropping off groceries or other items for you, have them leave it at your doorstep and wait until they leave to open the door.
- Do not cook food for anyone other than yourself.
- Pets can be let outside to relieve themselves, if you must walk them wear a mask or fabric over your face and stay close to your home to avoid contact with others.

When seeking care at a healthcare facility:

- Call ahead to get direction from your health care provider. They may ask you to meet them outside or usher you into a different entrance than the general public uses.
- Avoid using public transportation to get to your medical provider or emergency department. Do not use busses, Uber, Lyft, taxi cabs or rail lines.
 - If you are unable to drive yourself and do not have a ride, call 9-1-1 for transport by ambulance.
 - If someone is giving you a ride, wear a mask or fabric that covers your mouth and nose while you are in the vehicle with them.
- If you are driving yourself, apply a mask or fabric that covers your mouth and nose before exiting your vehicle.