COVID-19 Public Health Emergency Return to Work – Worksite Protection Protocol

Approved May 19, 2020 and Subject to Review Every 30 days
Reapproved: June 16, 2020
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Reapproved: July 21, 2020

As we continue the gradual reopening of some lower-risk workplaces, outlined by Governor Gavin Newsom, this guidance has been developed to help keep our employees and the public we serve safe.

As we stabilize from the COVID-19 pandemic and stay-at home restrictions are lifted, we will begin to bring employees back into the physical workplace. The migration of our workforce back to our places of business will look different for every department. The mix of returning employees will vary, and in some cases, a segment of the workforce may continue to work remotely.

We will continue to commit to safety first, including minimum 6 foot social distancing, frequent hand washing, sanitizing and disinfecting, face coverings, telework when possible, flexible work hours – and continuous training and retraining on these practices.

Simply put, all employees will be at greater risk if some employees fail to adhere to this protocol and it is therefore essential that we all commit and monitor, for the health and well-being of each other.

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COVID-19 Workplace Protections

All County offices will maintain a supply, and when reasonable and necessary, shall require the use of the following:

- Face Coverings
- Disinfecting wipes or spray disinfectant and paper towels Hand sanitizer
- Gloves
- Protective shields at customer service counters

Unless exempt, all Californians must wear face coverings when in "high-risk situations," as defined by State guidance issued June 18, 2020.

In consultation with Human Resources and County Counsel, Department Heads will reasonably accommodate employees meeting any exemption criteria detailed in the guidance linked above.

In any in-person interactions where a member of the public cannot wear a face covering and there is no option of either six-foot social distancing or protective shielding, the County employee should courteously advise the individual that when the County's workplace COVID-19 safety protocols cannot be followed, service must be provided to the individual by telephone or other means that do not require in-person interaction.

Employees are responsible for regularly washing and/or sanitizing their face coverings.

See State Face Covering and sector-specific occupational guidance for further information.

This protocol is not intended to, and shall not, replace or supplant the Personal Protective Equipment (PPE) requirements of those certain County positions which mandate said use.

Facility Signage

Signage, regarding requirements for face coverings, social distancing and other practices to reduce or prevent the spreading of germs, will be placed at each public entrance and throughout interior areas including customer service counters, elevators, lobbies, and employee work areas of County facilities to inform employees and the public.

Enhanced Hand Washing, Sanitizing and Disinfecting

To reduce the spread of COVID-19, it is essential that employees practice frequent hand washing and sanitizing of high-touch areas such as door handles, desk phones and cell phones, remote controls, countertops, tables, desktops, light switches and restroom fixtures.

Handwashing technique:
Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap. Lather hands by rubbing them together with the soap. Lather the backs of hands, between fingers, and under nails. Scrub hands for at least 20 seconds.

Frequent sanitizing:

- Train employees on proper disinfecting guidelines.
- Clean and disinfect surfaces frequently touched.
- Encourage employees to clean and disinfect work surfaces and equipment.
- Do not reuse wipes to wipe down multiple surfaces.
- Do not dry the surface after wiping.

In addition:

- Provide gloves for employee use when handling cash, checks, credit cards, and paperwork from the public.
- Provide hand sanitizer and hourly relief to customer service employees, to provide an opportunity to frequently wash hands.
- Review and complete refresher training with janitorial staff on sanitizing, general cleaning and site specific protocols.

Social Distancing

Social distancing means avoiding large gatherings and maintaining distance of at least 6 feet from others when possible. This includes employee work areas.

Social distancing strategies include:

- Practice 6 foot social distancing.
- Continue to allow telework when possible and as needed to make social distancing feasible.
- Allow flexible work hours, such as staggered shifts.
- Increase physical space between employees and the public such as; installing protective shielding, erecting partitions, and marking floors to guide spacing at least six feet apart.
- Advise employees not to use other employee's phones, desks, offices, or other work tools and equipment, when possible.
- Encourage "no contact greetings"; do not shake hands or touch elbows when greeting.
- Deliver services remotely, without in-person contact by phone, email, video, or web.

Paper Handling – Best Practices

While the risk of transmission of the virus through paper handling is considered to be low, employees should be provided the option to wear gloves and of course, reminded of the need for frequent hand washing. When possible, setting paper received from an outside source aside for 24 hours is reasonable.

Employee Self Screening / Symptom Check / Temperature Self Checks

Under the California Occupational Safety and Health Act ("Cal-OSHA"), employers are required to maintain safe and healthy working conditions for employees.

During the Public Health Emergency, if an employee comes to work sick, is symptomatic, or has a medical diagnosis of COVID-19, the responsible manager must immediately send the employee home to Shelter in Place in order to manage the risk to other employees and to the public.

Before an employee starts work each day, for the safety of **all** of us, s/he must ask himself/herself the following questions:

- Am I currently experiencing (or have I experienced in the last 14 days) one or more of the following symptoms: temperature over 100 degrees, difficulty breathing, sore throat, new or worsening cough, muscle pain, headache, chills, and new loss of taste or smell?

- Have I had contact with anyone with confirmed COVID-19 in the last 14 days?

If an employee answers yes to any of the above, s/he must take responsibility for the safety of fellow employees and the public and not enter any County facility or report to work. S/he must quarantine, call his or her primary care provider for further direction, and notify the supervisor as soon as possible.

Some departments have elected to provide no-touch thermometers for employee temperature self-checks and this practice may be offered to employees on a voluntary basis. It is essential that thermometers must be sanitized after each use. If an employee has a temperature of 100 degrees or higher during a self-temperature check, s/he must notify the supervisor, quarantine, and call the primary care provider for further direction.

Employees Who Are at Higher Risk for Severe Illness

Adults 65 years and older and/or those who have serious underlying medical conditions are at higher risk for severe illness from COVID-19 and the Governor's guidance continues to strongly encourage such persons to shelter in place.

The following strategies will be used to support employees who are at high risk:

- Strongly encouraged to Shelter in Place.
- Allowing telework, when possible.
- Supporting flexible work schedules.

Meetings and Training - Cancel, Postpone, Conduct Electronically

- All in person meetings should be avoided when possible. Meetings should be conducted electronically.
- When videoconferencing or teleconferencing is not possible, employees and the public must wear face coverings, meet in open, well-ventilated spaces, and practice minimum 6 foot social distancing.

Employee Travel

All non-essential travel, as defined by the Department Head, is canceled until further notice.

When more than one employee must travel to the same essential destination, to the greatest extent possible, employees should travel separately. When separate travel is not possible, employees traveling together must use face coverings.

Employee Exposure and Testing

Each employee is responsible for following this protocol and meeting the requirements described herein, both to protect fellow employees and the public from exposure to COVID-19. In the event an employee believes s/he has been exposed, s/he must quarantine up to 14 days, while either working remotely (subject to department approval), using paid leave accruals or taking leave without pay

And,

Consult with his/her health care provider and follow medical advice. (The employee may return to work in less than 14 days if cleared to do so by his/her health care provider.)

Or,

Make arrangements for testing. (The employee may return to work in less than 14 days if test results indicate the employee is not COVID-19 positive.)

If an employee has clinical questions or concerns, s/he is encouraged to contact his or her health care provider directly. For urgent questions or questions about outbreaks or preventing contagion in the workplace, employees can contact Public Health at 707.263.8174.

Employee tests positive (or has had close contact with person who tests positive)

- Instruct the employee to quarantine up to 14 days, while either working remotely (subject to department approval), using paid leave accruals or taking leave without pay, and follow any instructions/orders from their health care provider and the County Department of Public Health.

- Do not disclose the identity of any employee or of any close contact of any employee who tested positive for COVID-19.

- Identify other employee(s) that may have been in prolonged contact with the affected employee (within 6 feet for greater than 15 minutes).

- If there has been a possible exposure to any employee(s) in the workplace, due to prolonged contact with the affected employee (within 6 feet for greater than 15 minutes), send the exposed employee(s) to quarantine for up to 14 days, and complete Workers Compensation claims forms. (The employee may return to work in less than 14 days if s/he receives negative test results or is cleared to return by his/her health care provider.

- Temporarily close the general area where the positive employee worked until cleaning and sanitizing of the area where the employee worked and may have

been, including break rooms, restrooms and County-owned vehicles (if applicable) can be completed.

Employees Working in the Field

For employees working in the field, for example, to do home inspections or client home meetings, if a face to face meeting outside the office is required and no other form of remote contact is available or allowable:

- Call ahead to determine if the individual(s) to be contacted are symptomatic (temperature over 100 degrees, difficulty breathing, sore throat, new or worsening cough, muscle pain, headache, chills, and new loss of taste or smell.) or have had contact with anyone with confirmed COVID-19 in the last 14 days?
  - If YES, reschedule after a 14 day period after a 14 day period has passed, and restart this process when the new date is imminent. OR, if rescheduling is not possible due to program mandates, consult with supervision.
  - If NO, proceed with the face to face meeting utilizing all safety measures outlined in this protocol to the fullest extent.

COPIES OF THIS CERTIFICATE SHALL BE POSTED AT ENTRANCES OF EVERY OFFICE LOCATION

COUNTY OF LAKE

DEPARTMENT SELF-CERTIFICATION FORM

RETURN TO WORK – WORKSITE PREVENTION PROTOCOL COMPLIANCE

I,_____hereby certify that I am the Department Head of the _____Department, of the County of Lake and I have authority to bind this office to the requirements of this Self-Certification Form:

Address of Office: _____

I hereby declare under penalty of perjury under the laws of the State of California that the following is true and correct:

1. I have reviewed and I understand the terms and conditions of the County of Lake Return to Work – Worksite Prevention Protocol. This protocol can be viewed at [insert web link]

2. I have implemented all terms and conditions for the reopening of this office as detailed in the County of Lake Return to Work – Worksite Prevention Protocol and I shall continue to do so for the extent of the COVID-19 Public Health emergency, unless or until this protocol is modified or determined by the County Health Officer, or by the Lake County Board of Supervisors, to no longer be necessary.

3. In addition to my compliance, I shall ensure compliance with the terms and conditions of the County of Lake Return to Work – Worksite Prevention Protocol by any and all employees in their service to the public.

4. My department shall also adhere to and remain in compliance with all state and local laws, including but not limited to the Executive Orders of the Governor issued consequent to the COVID-19 emergency.

5. Any concerns or complaints regarding my department's implementation and ongoing compliance with the County of Lake Return to Work – Worksite Prevention protocol should be submitted to:

   Name:_____

   Email Address: _____

   Phone: _____

_____ _____

Department Head Signature Date

Resources:

http://health.co.lake.ca.us/Coronavirus.htm

Attachments:

CDC Guidelines Cleaning and Disinfecting Your Facility

Supplemental Training Documents & Posters

How to safely wear and take off a cloth face covering

Important information about your cloth face coverings

Hand washing and hand sanitizer use

Stop the spread of germs (two versions)

Feeling sick? Stay home if you are sick!

What you can do if you are at higher risk of severe illness from COVID-19

Cleaning and disinfecting your facility

CDC Guidelines Cleaning and Disinfecting Your Facility

Clean

- Wear disposable gloves to clean and disinfect.
- 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.

- More frequent cleaning and disinfection may be required based on level of use.
- Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- High touch surfaces include: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Recommend use of EPA-registered household disinfectant.
- Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Diluted household bleach solutions may also be used if appropriate for the surface.
- Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
- Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
- Leave solution on the surface for at least 1 minute.

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water

OR

- 4 teaspoons bleach per quart of water
- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.

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.

OR

- Disinfect with an EPA-registered household disinfectant.
- Vacuum as usual.

Electronics

- For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines
- 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 and Disinfecting Your Building or Facility If Someone Is Sick

- Close off areas used by the person who is sick.
- Companies do not necessarily need to close operations, if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.

- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routing cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Cleaning and Disinfecting Outdoor Areas

- Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection.
- Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
- High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- Sidewalks and roads should not be disinfected.
- Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

When cleaning

- Regular cleaning staff can clean and disinfect community spaces.
- Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
- Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
- Additional protective equipment might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wash your hands often with soap and water for 20 seconds.
- Always wash immediately after removing gloves and after contact with a person who is sick.
- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Additional key times to wash hands include:

- 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).

How to Safely Wear and Take Off a Cloth Face Covering

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see: **cdc.gov/coronavirus**

CS306096 04/10/2020

¿Cómo usar, ponerse y quitarse una mascarilla de tela de forma segura?

USE LA MASCARILLA DE BOCA CORRECTAMENTE

- Antes de ponerse la mascarilla de boca, lávate las manos o desinféctatelas.
- Cúbrete la boca y nariz con la mascarilla. Asegúrate de que no haya espacios entre tu cara y la mascara.
- Intenta ajustar la mascarilla a los lados de tu cara.
- Asegurese de poder respirar facilmente.
- No le pongas una mascarilla a niños menores de 2 años.

USE LA MASCARILLA PARA PROTEGER A OTROS

- Use una mascrilla de boca para proteger a los demas en caso de que usted este infectado pero no presente sintomas.
- Mantenga la mascarilla en la cara todo el tiempo que este en publico.
- No se cubra el cuello o la frente con la mascarilla.
- Evite tocar la mascarilla; si lo hace, lávese las manos.

SIGE HABITOS SALUDABLES TODOS LOS DIAS

- Mantenga una distancia de al menos 6 pies entre usted y los demas.
- Evite el contacto cercano con las personas enfermas
- Lávate las manos frecuentemente con agua y jabón por lo menos 20 segundos.
- Si no hay agua y jabón disponibles, use un desinfectante de manos.

QUITESE LA MASCARILLA DE TELA CON CUIDADO CUANDO ESTÉ EN CASA

- Quítese la mascarilla; desata las cintas elásticas jalando detrás sobre la parte posterior de su cabeza y orejas.
- Doble las esquinas exteriores juntas.
- Lavar la mascarilla de tela en la lavadora.
- Lávese las manos después de tocar la mascarilla.

Las mascarillas de tela no son mascarillas quirúrgicas or respiradores N-95, los cuales debedn guardarse para los trabajadores de salud y otros equipos de primeros auxilios medicos.

Para mas informacion sobre como hacer una mascarilla de tela visite la página web:

espanol.cdc.gov/coronavirus

CS316836A 04/10/2020

Important Information About Your Cloth Face Coverings

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:

Stay at home as much as possible

Practice social distancing (remaining at least 6 feet away from others)

Clean your hands often

In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don't have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work

Cloth face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people can spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering can protect others around you. Face coverings worn by others protect you from getting the virus from people carrying the virus.

How cloth face coverings are different from other types of masks

Cloth face coverings are NOT the same as the medical facemasks, surgical masks, or respirators (such as N95 respirators) worn by healthcare personnel, first responders, and workers in other industries. These masks and respirators are personal protective equipment (PPE). Medical PPE should be used by healthcare personnel and first responders for their protection. Healthcare personnel and first responders should not wear cloth face coverings instead of PPE when respirators or facemasks are indicated.

N95 respirator

Cloth covering

General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping

Avoid touching your face as much as possible. Keep the covering clean. Clean hands with soap and water or alcohol-based hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the cloth face covering. Don't share it with anyone else unless it's washed and dried first. You should be the only person handling your covering. Laundry instructions will depend on the cloth used to make the face covering. In general, cloth face coverings should be washed regularly (e.g., daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag.

For more information, go to: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html

cdc.gov/coronavirus

CS278651-A 05/04/2020

Handwashing and Hand Sanitizer Use
at Home, at Play, and Out and About

Germs are everywhere! They can get onto hands and items we touch during daily activities and make you sick. Cleaning hands at key times with soap and water or hand sanitizer is one of the most important steps you can take to avoid getting sick and spreading germs to those around you.

There are important differences between washing hands with soap and water and cleaning them with hand sanitizer. For example, alcohol-based hand sanitizers don't kill ALL types of germs, such as a stomach bug called norovirus, some parasites, and *Clostridium difficile*, which causes severe diarrhea. Hand sanitizers also may not remove harmful chemicals, such as pesticides and heavy metals like lead. Handwashing reduces the amounts of all types of germs, pesticides, and metals on hands. Knowing when to clean your hands and which method to use will give you the best chance of preventing sickness.

When should I use?

Soap and Water

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the bathroom, changing diapers, or cleaning up a child who has used the bathroom
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal food or treats, animal cages, or animal waste
- After touching garbage
- If your hands are visibly dirty or greasy

Alcohol-Based Hand Sanitizer

- Before and after visiting a friend or a loved one in a hospital or nursing home, unless the person is sick with *Clostridium difficile* (if so, use soap and water to wash hands).
- If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.

* Do **NOT** use hand sanitizer if your hands are visibly dirty or greasy: for example, after gardening, playing outdoors, or after fishing or camping (unless a handwashing station is not available). Wash your hands with soap and water instead.

U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory disease like COVID-19 (Coronavirus)

WASH YOUR HANDS

Scrub with soap & water for at least 20 seconds

COVER YOUR COUGH

cough & sneeze into your elbow or tissue (not your hands)

STAY HOME WHEN SICK

stay away from others if you are sick and experiencing symptoms

For more information: www.cdc.gov/COVID19

DETENGA LA PROPAGACIÓN DE GÉRMENES

Ayude a prevenir la propagación de enfermedades respiratorias tal como COVID –19 (Coronavirus)

Lávese las manos

frecuentement con jabón y agua, por lo menos por 20 segundos.

Cubra su tos o estornudo

con un pañuelo desechable. Si no tiene un pañuelo, tosa o estornude sobre la manga o el codo.

Quédese en casa si se siente enfermo.

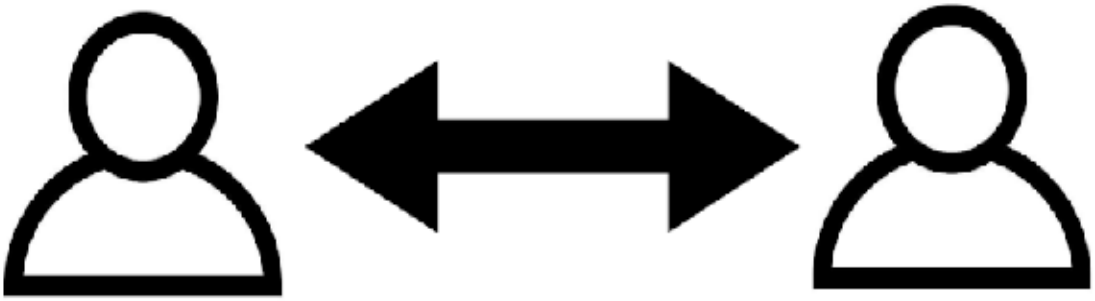
Manténgase alejado de los demás si está enfermo o desarrolla algún síntoma del virus.

PARA MÁS INFORMACIÓN VISITE LA PÁGINA WEB:
www.espanol.cdc.gov/coronavirus

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory disease like COVID-19 (Coronavirus)

MAINTAIN A SAFE DISTANCE



Please leave space between yourself and others. Stay 6 feet apart whenever possible.

WEAR A MASK

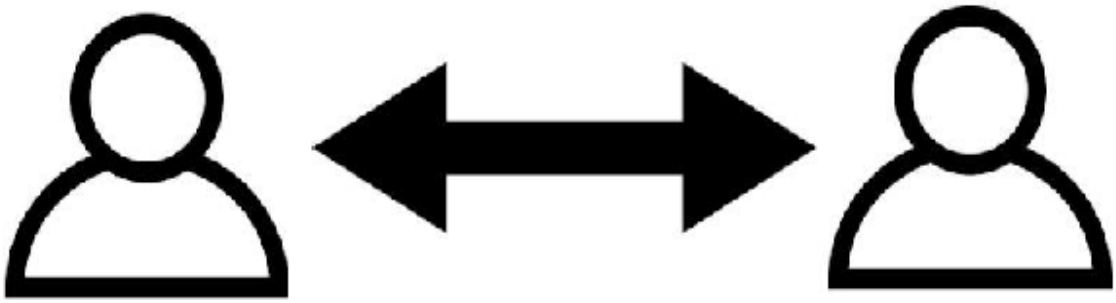
Wearing a face mask can protect others from the spread of germs.

For more information: www.cdc.gov/COVID19

DETENGA LA PROPAGACIÓN DE GÉRMENES

Ayude a prevenir la propagación de enfermedades respiratorias tal como COVID –19 (Coronavirus)

DISTANCIAMIENTO SOCIAL



Se debe mantener una distancia de 6 pies entre personas para reducir el contagio de COVID-19.

USE UNA MASCARA

El uso de una mascarilla que cubre la nariz y la boca puede proteger a los demás de la propagación de los gérmenes.

PARA MÁS INFORMACIÓN VISITE LA PÁGINA WEB:
www.espanol.cdc.gov/coronavirus

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory disease

like COVID-19(Coronavirus)

WASH YOURHANDS

Scrubwithsoap&waterfor

at least 20 seconds

COVER YOUR COUGH

cough & sneeze into your elbowortissue(not yourhands)

STAYHOMEWHENSICK

stay away from others if you are sick and experiencing symptoms

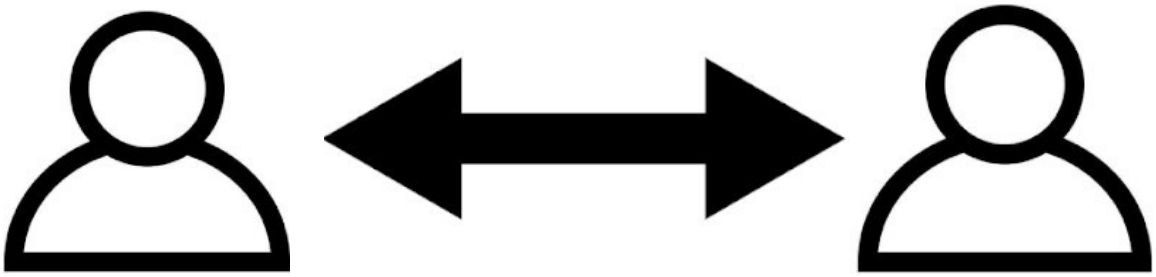
STOP THE SPREAD OF GERMS

For more information:www.cdc.gov/COVID19

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory disease like COVID-19 (Coronavirus)

MAINTAIN A SAFE DISTANCE

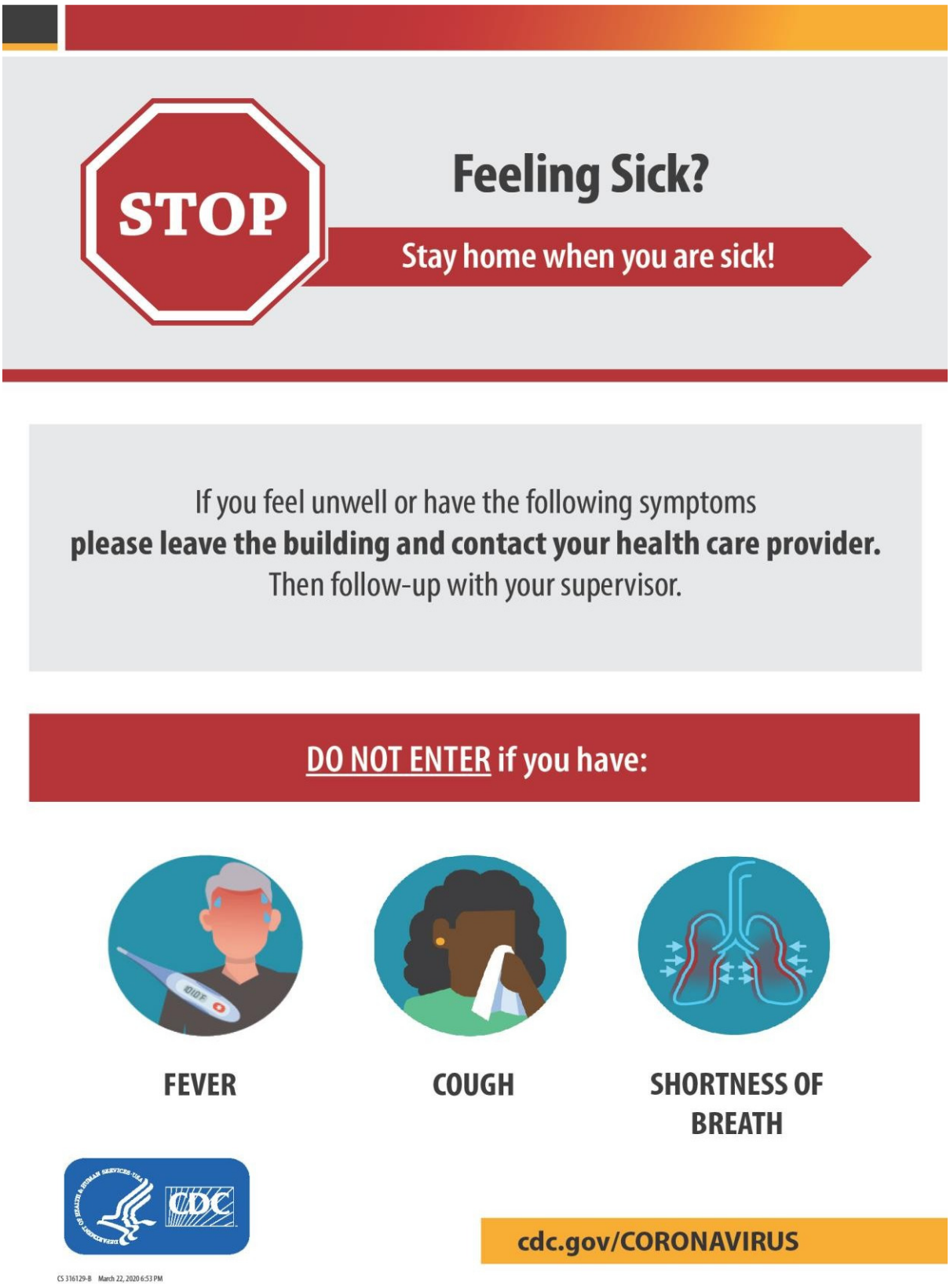


Please leave space between yourself and others. Stay 6 feet apart whenever possible.

WEAR A MASK

Wearing a face mask can protect others from the spread of germs.

For more information:www.cdc.gov/COVID19


STOP
Feeling Sick?
Stay home when you are sick!
If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.
DO NOT ENTER if you have:
FEVER
COUGH
SHORTNESS OF BREATH
CDC
cdc.gov/CORONAVIRUS
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PARE
¿Se siente enfermo?
¡Quédese en casa si está enfermo!
Si no se siente bien o tiene alguno de estos síntomas,
por favor, salga del edificio y comuníquese con su proveedor de atención médica.
Luego, póngase en contacto con su supervisor.
NO ENTRE si tiene:
FIEBRE
TOS
DIFICULTAD PARA RESPIRAR
CDC
cdc.gov/CORONAVIRUS-ES
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What You Can do if You are at Higher Risk of Severe Illness from COVID-19

Are You at Higher Risk for Severe Illness?

Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People aged 65 years and older
- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
  - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Here's What You Can do to Help Protect Yourself

Stay home if possible.

Wash your hands often.

Avoid close contact (6 feet, which is about two arm lengths) with people who are sick.

Clean and disinfect frequently touched surfaces.

Cover your mouth and nose with a cloth face cover when around others.

Cover coughs and sneezes.

Call your healthcare professional if you are sick.

For more information on steps you can take to protect yourself, see CDC's How to Protect Yourself

CDC

cdc.gov/coronavirus

Cleaning And Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.

High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant. Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water

OR

- 4 teaspoons bleach per quart of water

- **Alcohol solutions with at least 70% alcohol.**

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.

cdc.gov/coronavirus

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