Guidance for workplaces to “reopen” or expand on current services. This guidance ensures the safety of the employees and customers are being met.

COVID-19 Workplace Toolkit
Updated May 18, 2020

Allegan County Health Department
Managing COVID-19 in the Workplace

For essential businesses and organizations that continue or “reopen” during the COVID-19 pandemic, Allegan County Health Department recommendations

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

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

One of our employees just tested positive for COVID-19. What should I do?

One of our employee’s family members has a “suspected” (but unconfirmed) case of COVID-19. What should we do?

One of our employees has a “suspected” (but unconfirmed) case of COVID-19. Should I send everyone home?

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

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

When can my employee come back to work if they have been ill or had an exposure?

Official Resources

HANDOUT: Understanding COVID-19 Precautions
HANDOUT: MDHHS- When is it safe to leave home?
HANDOUT: MDHHS- COVID-19 Testing Process
FREQUENTLY ASKED QUESTIONS: Face Coverings
SIGN: Germs are all around you
SIGN: Screening Tool
SIGN: Face Masks Must Be Worn
HANDOUT: How to Safely Wear and Take Off a Cloth Face Covering
HANDOUT: Important Information About Your Cloth Face Coverings
HANDOUT: How to Protect Yourself and Others
SIGN: Stop the Spread of Germs
SIGN: Wash Your Hands
CDC Decision Tree: Guidance for Cleaning and Disinfecting
CDC: Guidance for Cleaning and Disinfecting
COVID-19 Workplace Checklist

Allegan County businesses and entities may need this guidance to “reopen” or expanding current services. Under the recent guidance, Allegan County Health Department strongly encourages these businesses and entities to take the following actions to ensure the safety of employees and customers. This guidance covers universal screening, social distancing practices, and what to do if an employee tested positive. This is basic guidance. The Governor’s Office along with the Michigan Economic Recovery Council (MERC) may provide additional, more detailed, and industry-specific guidance on reopening.

☐ Provide COVID-19 Training to staff

A developed PowerPoint presentation is forthcoming. Topics in presentation to staff should include health practices, workplace safety controls in place, how to contact the local health department.

Review “Managing COVID-19 in the Workplace” for frequently asked questions and plan for quick response.

☐ Develop Facility Entry and Health Screening Protocols

Advise vulnerable workers and people with underlying health conditions of their right to continue to quarantine and to apply for Unemployment Insurance Benefits instead of returning to work.

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

1. Do you have symptoms of fever, chills, headache, cough, shortness of breath, sore throat, loss of smell or taste, runny nose or congestion, muscle aches, fatigue, abdomen pain, nausea, vomiting or diarrhea?
2. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?
3. Have you traveled on an airplane internationally or domestically in the last 14 days?

If an employee answers YES to any of the screening questions:

Send the employee home immediately. The employee should self-isolate/self-quarantine at home until the following is completed:

- Call a medical provider to be evaluated. If diagnosed as a probable COVID-19 or test positive they should call their local health department and make them aware of their diagnosis or testing status.
- If symptoms are present, a minimum of 10 days since symptoms first appear. Must also have 3 days without fevers and improvement in respiratory symptoms.
- 14 days if the employee had close contact with an individual diagnosed with COVID-19.
- 14 days following international or domestic travel via airplane.

Screening Guidance

Create and implement an active screening plan that will work best for your facility. Determine where and how this screening will take place. You can use this form to record answers. You are not required to record employee temperature results but we recommend it as it helps identify early onset.
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.

**Items to consider:**

- Stagger shift-starting times so employees do not arrive at the same time.
- Have one person asking staff these screening questions directly.
  - Staff could also 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.
- If your facility is already following other appropriate or more-stringent infection control procedures (like CDC guidelines), please continue to use those procedures.

**Require all employees to wear a non-medical face covering when in the workplace.** Please provide this guidance on how to wash, don, and doff a non-medical face covering.

Note that the 14 day quarantine period 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, and public health staffing actively involved in the COVID-19 response (local or state).

☐ **Determine Personal Protective Equipment (PPE) Requirements for your Facility**

**Require facial coverings for all employees.**

- Appropriate facial coverings include homemade cloth masks, bandanas, a scarf, or a surgical mask (if available).

**Ensure PPE is worn or provided** to employees before entering designated screening point.

**Train employees** on PPE storage and donning/doffing of face coverings.

☐ **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, marking distances on lines, tables, floors, etc.
- Specialized hours.

It is strongly recommended that you limit capacity inside facilities to provide for social distancing between customers and employees.
☐ Develop and Implement Cleaning Protocols

Clean and disinfect high touch surfaces. This includes cafeterias, door handles, restrooms, shared spaces, keyboards, among other frequently touched surfaces.

Make cleaning supplies available to employees. Ensure supplies are frequently replenished. Have cleaning supplies be easily accessible, such as around entrances, workstations, and around the facility.

☐ Develop case monitoring protocols

Conduct contact trace investigations for lab confirmed or probable cases.

Notify the Allegan County Health Department and/or proper public health authority.

Contact employees with a suspected contact.

☐ Plan for Positives

Establish a response plan for employees going home sick and/or confirmed cases.

This could include:

- Sending symptomatic employees home and temporarily closing appropriate locations in building for deep cleaning

Provide documentation of positive or probable cases to appropriate parties. This could include labor unions, health services, health insurance. Record confirmed cases using OSHA guidance.

☐ Determine Travel Restrictions

Reduce risk from employees, customers, and vendors by restricting air travel to only essential travel

Permit business critical air travel only after receiving appropriate approval.

☐ Post Requirements

Post signs at entrances, restrooms, and other high traffic areas on what you are requiring and expecting employees or customers to do.

For questions, visit www.allegancounty.org/health. Contact the Allegan County Health Department at (269) 696-4546 or COVID-19@allegancounty.org.

May 18, 2020
COVID-19 Workplace Health Screening

Company Name: ____________________________________________________________
Employee: ____________________________________________________________ Date: ___________

Time In: ___________

In the last 24 hours, have you experienced:

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subjective fever (felt feverish)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>New or worsening cough</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Shortness of breath or difficulty breathing</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Chills</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Headache*</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Sore throat</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Loss of smell or taste</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Runny nose or congestion*</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Muscle aches</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Abdominal pain</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Fatigue</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Nausea</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Vomiting</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Diarrhea*</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Current Temperature: *New or worsening symptoms outside of what individual defines as normal.

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 10 days since symptoms first appear or per guidance of your local health department.
  o If diagnosed as a probable COVID-19 or test positive, call your local health department and make them aware of your diagnosis or testing status.

• You must also have 3 days without fevers and improvement in respiratory symptoms.

In the past 14 days, have you:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Had close contact with an individual diagnosed with COVID-19?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Traveled via mass transit (airplane, bus, trains) internationally or domestically?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

If you answer “yes” to either of these questions, please do not go into work. Self-quarantine at home for 14 days. Contact your primary care physician’s office if you have symptoms or have had close contact with an individual for evaluation. If you are given a probable diagnosis or test positive call your local health department to ensure they are aware.

For questions, visit www.allegancounty.org/health. Contact the Allegan County Health Department at (269) 696-4546 or COVID-19@allegancounty.org.

May 15, 2020
Enfermedad del Coronavirus (COVID-19)
Evaluación de Salud Laboral

Nombre de la Empresa: ____________________________________________________________

Nombre del Empleado: __________________________________________ Fecha: __________

Tiempo de Entrada: __________

1. En las últimas 24 horas, ha experimentado:

<table>
<thead>
<tr>
<th>Síntoma</th>
<th>Sí</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiebre subjetiva (se siente febril):</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Pérdida del olfato o del gusto</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Dificultad para respirar:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Fríos</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Dolor de garganta</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Tos nueva o empeoramiento:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Dolor de cabeza*</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Secreción nasal o congestión*</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Dolores musculares</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Dolor abdominal</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Fatiga</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Náusea</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Vómitos</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Diarrea*</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Temperatura actual:</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Si responde "sí" a cualquiera de los síntomas enumerados anteriormente, O su temperatura es de 100.4°F o más, por favor no entre al trabajo. Manténgase aislado en su casa y contacté al consultorio de su médico familiar para recibir instrucciones.

- Debe de aislarse en casa por un mínimo de 10 días desde que aparecieron los primeros síntomas o según las indicaciones de su departamento de salud local.
  - Si se diagnostica como un probable COVID-19 o un resultado positivo, deben llamar a su departamento de salud local y hacerles saber su diagnóstico o estado de prueba.
- También debe tener 3 días sin fiebre y mejoría en los síntomas respiratorios

En los últimos 14 días, usted ha:

<table>
<thead>
<tr>
<th>Pregunta</th>
<th>Sí</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>¿Tenido contacto cercano con una persona diagnosticada con COVID-19?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>¿Viajado a través de un avión a nivel internacional o nacional?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Si responde "sí" a cualquiera de estas preguntas, por favor no vaya al trabajo. Haga auto cuarentena en casadurante 14 días.

Para preguntas, visite www.allegancounty.org/health. Contacte el Departamento de Salud del Condado de Allegan en COVID-19@allegancounty.org o al 269-686-4546.

Mayo 15, 2020
Managing COVID-19 in the Workplace

For essential businesses and organizations that continue or “reopen” during the COVID-19 pandemic, Allegan County Health Department recommends to:

- Screen everyone. Check employees for fever or other symptoms if they are entering facilities or buildings.
- Maintain 6 feet of distance between people. Create visual cues as needed.
- Emphasize frequent and proper hand washing. Make sure sinks are well supplied with hand soap.
- Work remotely whenever possible.
- Make all employees and customers wear a face covering.
- 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.
- Require any employee with cold symptoms or underlying health conditions to stay home or work remotely.

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. Direct them to contact their provider or call a testing site to get tested, if possible.

**If they are having trouble breathing or cannot keep fluids down**, have them contact their doctor right away.

COVID-19 symptoms are very similar to the symptoms seen in a typical cold or flu. However, it is best to be cautious. Take care not to over-react in order to prevent panic among your team. Consider alternative work options like remote working if your employee is well enough to do so.

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, if possible.

One of our employees just tested positive for COVID-19. What should I do?

**Instruct the employee to stay home and self-isolate.** They should not return to work for at least 10 days after symptoms first started, 72 hours after fever has resolved without the use of fever-reducing medicines, and symptoms have improved—whichever is longer.

**Offer remote work assignments** if the employee is well enough to work.
You should contact the local health department to ensure they know the person is positive or a probable positive. There can be delays in reporting to local health departments and they will work with you to identify who else in your business might be at risk.

**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 persons the name or other personal or health information of the employee who tested positive for COVID-19 except to the local health department under Michigan Public Health Code Act 368 of 1978. This is also addressed in section §164.512(b) of the HIPAA regulations. The relevant sections of the Michigan Public Health Code and Administrative Rules are:

- Sec. 333.5111 (1) b - Requirements for reporting communicable and serious communicable diseases
- R 325.173 - Administrative rules detailing the reporting of communicable and serious communicable

**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/or individuals that the employee may have had close contact with and advise them to self-quarantine at home for 14 days.** 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. The local health department can help walk through the process of contact tracing.

One of our employee’s family members has a “suspected” (but unconfirmed) case of COVID-19. What should we do? Employees who have been close contacts to a suspect or known case of COVID-19 should be in self-quarantine at home for 14 days. If they develop symptoms while in quarantine, then they should follow the return to work guidelines noted above (10 days after symptoms started and 3 days after fevers have resolved and symptoms improved, whichever is longer).

One of our employees has a “suspected” (but unconfirmed) case of COVID-19. Should I send everyone home? 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 and advise them to self-quarantine at home for 14 days. 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.

One of my employees has self-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, then the employee should self-quarantine at home for 14 days from the date of the contact. Offer remote work if feasible.

One of our employees just found out that 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, then the employee should self-quarantine at home for 14 days from the date of the contact. Offer remote work, if
feasible. Check to see if other employees may also have had similar exposure to the ill individual. If so, they should self-quarantine at home for 14 days, as well.

**When can my employee come back to work if they have been ill or had an exposure?**

**Employees who have been ill with symptoms of an upper respiratory illness** can return to work 10 days after symptoms started and 72 hours after fevers have resolved without the use of fever reducing medications and symptoms improved—whichever is longer.

* Defined as new onset of fever (subjective or temperature of ≥100.4°F or 37.8°C) OR symptoms of possible COVID-19 (cough OR shortness of breath OR sore throat)

**Employees who have been close contacts to a suspect or known case of COVID-19 should self-quarantine at home for 14 days.** If they develop symptoms while in quarantine, they should follow the return-to-work guidelines noted above (10 days after symptoms started and 3 days after fevers have resolved and symptoms improved—whichever is longer).

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:

- Allegan County: [www.allegancounty.org/health](http://www.allegancounty.org/health)
- Michigan: [michigan.gov/coronavirus](http://michigan.gov/coronavirus)
- National: [cdc.gov/COVID19](http://cdc.gov/COVID19)

For additional questions, contact the Allegan County Health Department at 269-686-4546.
UNDERSTANDING COVID-19 PRECAUTIONS: Social Distancing, Self-monitoring, Quarantine, Isolation, and Actions everyone should take

What do these terms mean? What actions do I take if asked?

**ACTIONS FOR EVERYONE**

- **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 soap and water nearby, use a hand sanitizer with 60-95% alcohol.
- **Avoid touching your eyes, nose, and mouth with unwashed hands.**
- **Cover your coughs and sneezes** with a disposable tissue or upper part of your sleeve. Dispose of tissues in a lined trash can. Wash your hands immediately afterward.
- **Clean your frequently touched or used surfaces daily** with a solution of 1/4 cup bleach and a gallon of water. Disinfectant sprays or wipes can also be used. These surfaces includes 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.
- **Monitor yourself daily for symptoms of COVID-19.**
- **Stay home when feeling sick.**
- **Wear a face covering whenever in enclosed public spaces.** This can be a homemade cloth mask, bandana, or scarf.
- **If you need medical care, call your doctor.**

**SOCIAL DISTANCING**

We should ALL be practicing social distancing. It help protect everyone in our community, especially those who are most vulnerable, from illness. What does this look like?

**Individuals can:**
- Keep six feet between people as much as possible.
- Get curbside pick up for groceries or restaurant orders instead of going inside.
- Use online or drive-through services at the bank.
- Avoid public places at their busiest times.
- Avoid getting together in large social groups.

**Businesses & organizations can:**
- Have employees tele-work.
- Limit in-person meetings and travel.
- Modify operations to provide more online options and restrict people from gathering.

**SELF-MONITORING**

**Who should do it?** People without symptoms.

**Actions to take**
- Practice social distancing.
- Record your temperature and watch for symptoms, daily.
- If symptoms develop, **CALL** your doctor to explain symptoms and possible exposure before going in.
- If symptoms develop, you may move into self-isolation.

**SELF-CQUIARANTINE**

**Who should do it?** People without symptoms, but who have a higher potential of becoming sick because of where they traveled or having had contact with someone being tested for COVID-19.

**Actions to take**
- Stay home and self-monitor for 14 days.
- Under no circumstances should you go to work or leave your home during this time.
- Household members should practice social distancing.
- Report your daily temperature and symptoms to the Health Department during your quarantine.

Modified April 28, 2020
**SELF-ISOLATION**

**Who should do it?** People sick with symptoms of COVID-19, test positive for COVID-19, or diagnosed as a probable for COVID-19. Not sick enough to be hospitalized.

**Actions to take**

- **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.
  - 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 touched or used surfaces daily** with a solution of 1/4 cup bleach and a gallon of water. Disinfectant sprays or wipes can also be used. These surfaces includes 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.
- **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. Separate toothbrushes.
  - If you share a shower, do not share razors, washcloths or body sponges/poufs.
  - 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.

**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.

**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.
  - 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 that covers your mouth and nose while you are in the vehicle with them.
- If you are driving yourself, apply a mask that covers your mouth and nose before exiting your vehicle.
COMPRENDIENDO LAS PRECAUCIONES DE COVID-19: Distancia social, Autocontrol, Cuarentena, Aislamiento y Acciones que todos deben tomar

¿Qué significan estos términos? ¿Qué acciones debo tomar si se me pregunta?

**ACCIONES PARA TODOS**
- Lávese las manos con frecuencia con agua y jabón durante al menos 20 segundos. Esto incluye después de usar el baño, toser o estornudar, o cuando están visiblemente sucias. Si no tiene agua y jabón cerca, use un desinfectante de manos con 60-95% de alcohol.
- Evite tocar los ojos, la nariz y la boca con las manos sin lavar.
- Cúbrase la tos y estornudo con un pañuelo desechable o la parte superior de la manga. Deseche los pañuelos en una lata de basura forrada. Lávese las manos inmediatamente después.
- **Limpie sus superficies frecuentemente tocadas o usadas diariamente** con una solución de 1/4 de taza de cloro y un galón de agua. También se pueden utilizar aerosoles desinfectantes o toallitas. Estas superficies incluyen teléfonos, tabletas, teclados, perillas de puertas, accesorios de baño, inodoros, encimeras, mesas y mesitas de noche. Use guantes de goma si es necesario y asegúrese de que el área esté bien ventilada.
- Monitoree diariamente los síntomas de COVID-19.
- Quédese en casa cuando se sienta mal.
- Use una cubierta facial siempre que esté en espacios públicos cerrados. Esto puede ser una máscara de tela casera, pañuelo o bufanda.
- Si necesita atención médica, llame a su médico.

**DISTANCIAMIENTO SOCIAL**
TODOS deberíamos estar practicando el distanciamiento social. Ayuda a proteger a todos en nuestra comunidad, especialmente a los más vulnerables, de la enfermedad. A qué se parece esto?

**Los individuos pueden:**
- Mantenga seis pies entre las personas tanto como sea posible.
- Obtiene una recogida en la acera para comprar comestibles o pedidos de restaurantes en lugar de entrar.
- Utilice los servicios en línea o de paso en el banco.
- Evite los lugares públicos en sus momentos más ocupados.
- Evite reunirse en grandes grupos sociales.

**Negocios & organizaciones pueden:**
- Hacer que teletrabajar los empleados.
- Limite las reuniones en persona y los viajes.
- Modifique las operaciones para proporcionar más opciones en línea y restringir la reunión de personas.

**¿Quién debe hacerlo?**

**PERSONAS SIN SÍNTOMAS**
- Personas sin síntomas, pero que tienen un mayor potencial de enfermarse debido a dónde viajaron o haber tenido contacto con alguien a quien se le hizo la prueba de COVID-19.

**Acciones a tomar**
- Practique el distanciamiento social.
- Registre su temperatura y observe si hay síntomas todos los días.
- Si aparecen síntomas, LLAME a su médico para que le explique los síntomas y la posible exposición antes de entrar.
- Si se presentan síntomas, es posible que te desfases por el autoaislamiento.

**PERSONAS SIN SÍNTOMAS,** pero que tienen un mayor potencial de enfermarse debido a dónde viajaron o haber tenido contacto con alguien a quien se le hizo la prueba de COVID-19.

**Acciones a tomar**
- Quédese en casa y auto monitoree durante 14 días.
- Bajo ninguna circunstancia debe ir a trabajar o salir de su casa durante este tiempo.
- Los miembros del hogar deben practicar el distanciamiento social.
- Informe su temperatura diaria y los síntomas al Departamento de Salud durante la cuarentena.
**Acciones a tomar**

- **Bajo ninguna circunstancia debe ir al trabajo, a la escuela o a los lugares públicos. Solo debe considerar salir de su casa si necesita atención médica.**
  - Evite usar el transporte público para llegar a su proveedor médico o departamento de emergencias.
  - Use una mascarilla sobre la nariz y la boca si debe salir de su casa para buscar atención médica.

- **Evite tocar mascotas u otros animales** mientras esté enfermo.

- **Cúbrase la tos y estornuda** con un pañuelo desechable o la parte superior de la manga. Deseche los tejidos en una lata de basura forrada. Lávase las manos inmediatamente después.

- **Lávese las manos con frecuencia** con agua y jabón durante al menos 20 segundos. Esto incluye después de usar el baño, toser o estornudar, o cuando están visiblemente sucios. Si no tiene acceso a agua y jabón, utilice un desinfectante de manos con 60%-95% de alcohol.

- **Evite tocarse los ojos, la nariz y la boca** con las manos sin lavar.

- **Limpie sus superficies frecuentemente tocadas o usadas diariamente** con una solución de 1/4 de taza de cloro y un galón de agua. También se pueden utilizar aerosoles desinfectantes o toallitas. Estas superficies incluyen teléfonos, tabletas, teclados, pomos de puertas, accesorios de baño, inodoros, encimeras, mesas y mesitas de noche. Use guantes de goma si es necesario y asegúrese de que el área esté bien ventilada.

- **Limpie cualquier elemento o superficie que pueda tener sangre, moco, vómito, orina, heces u otros fluidos corporales.**

- **Asegúrese de que su casa tenga un buen flujo de aire.** Abra las ventanas si el tiempo lo permite o utilice el aire acondicionado.

**Si vive con otras personas:**

- Sepárese de otros miembros del hogar y mascotas siempre que sea posible.
  - Usted debe permanecer en una habitación específica y lejos de otros miembros del hogar.
  - Si es posible, use un baño independiente.
  - Si debe compartir un baño, limpie todas las superficies después de que el paciente lo use. Cepillos de dientes separados.
  - Si comparte una ducha, no comparta maquinillas de afeitar, paños o esponjas corporales/pufs
  - Si debe entrar en un espacio compartido, coloque una máscara sobre la nariz y la boca antes de salir de su habitación

- No comparta artículos con los miembros de su hogar o mascotas como platos, tazas para beber, cubiertos, toallas o ropa de cama. Después de usar estos artículos, deben lavarse con jabón y agua caliente.

- Los miembros del hogar deben practicar la auto-cuarentena.

**Si vive solo:**

- No abra la puerta a nadie. Si alguien está dejando comestibles u otros artículos para usted, pídale que lo deje en la puerta de su habitación y espere hasta que salga para abrir la puerta.

- No cocine alimentos para nadie que no sea usted mismo.

**Al buscar atención en un centro de salud:**

- Llame con anticipación para obtener la dirección de su proveedor de atención médica. Pueden pedirle que los conozca fuera o que lo lleve a una entrada diferente a la que utiliza el público en general.

- Evite usar el transporte público para llegar a su proveedor médico o departamento de emergencias.
  - Si no puede conducir usted mismo y no tiene un viaje, llame al 9-1-1 para el transporte en ambulancia
  - Si alguien le está dando un paseo, use una mascarilla que cubra su boca y nariz mientras está en el vehículo con ellos.

- Si usted está conduciendo usted mismo, aplique una mascarilla que cubra su boca y nariz antes de salir de su vehículo.
When is it safe to leave home if you have symptoms of COVID-19 or live with someone who does?

Employers can’t retaliate against workers for taking time away from work under these circumstances. File a complaint with MIOSHA. Learn more at Michigan.gov/MIOSHAcomplaint.

For Me

I have been diagnosed with COVID-19.

Stay home for 7 days after you were tested or developed symptoms.

After staying home for 7 days, have you been symptom-free for 3 days?

YES

You may leave if you are symptom-free.

NO

You may leave if you are symptom-free.

I have developed one or more symptoms of COVID-19.

Stay home for 7 days after you were tested or developed symptoms.

I live with someone diagnosed with COVID-19.

You may leave if you are symptom-free.

Close Contacts

I live with someone who has developed one or more symptoms of COVID-19.

Stay home for 14 days after your last contact with the sick person.

Monitor yourself for symptoms.

I live with someone diagnosed with COVID-19.

Stay home until 3 days have passed after all symptoms have stopped.

Should I wear a mask?

If you or your close contact is symptomatic and you must leave home, you should cover your nose and mouth with a homemade mask, scarf, bandana or handkerchief.

How do I monitor myself?
Pay attention for COVID-19 symptoms:
• Fever
• Cough
• Shortness of breath

If you are concerned about your health or develop symptoms, contact your health care provider or urgent care.

*Process for general public, does not specifically apply to workers at a health-care facility, first responders (e.g., police officers, fire fighters, paramedics), and prison employees.
COVID-19 TESTING PROCESS*

Local Health Department monitors travelers and individuals who are close contacts with COVID-19 cases, as appropriate.

Cough, fever, shortness of breath? **YES**

If no symptoms develop during monitoring period, DISCONTINUE MONITORING

Cough, fever, shortness of breath? **NO**

Refer to health care provider to discuss symptoms.

Individual contacts or presents at health care provider.

Screening at health care provider.

Doctor determines patient meets prioritization criteria.

Doctor determines patient does not need testing.

OPTION A
CALL PROVIDER HOTLINE

OPTION B
CONTACT LOCAL HEALTH DEPARTMENT

Health care provider obtains MDSS Investigation ID **YES**

Order test from commercial or hospital laboratory

Send sample to Bureau of Laboratories

Submitter (health care provider) receives results

ENTER POSITIVE RESULTS INTO MDSS
Results are available for the county in which the patient resides and to the submitting provider.

Submitter provides result to patient

*Testing process for general public, does not specifically apply to health care workers.
Face Coverings: Frequently Asked Questions

The Michigan Department of Health and Human Services recommends that Michiganders wear a face covering when outside of their home to help stop the spread of coronavirus disease 2019 (COVID-19).

Wearing a face covering is an additional precaution we can take that may help stop the spread of COVID-19. The best way to keep from getting sick is to stay home as much as possible, practice social distancing – keep at least 6 feet of distance from others, and good hand hygiene.

What is a face covering?
- A face covering is any well-secured cloth (like a bandana or scarf) that covers your mouth and nose.
- A face covering is different from a surgical or N95 mask which must be reserved for healthcare workers.

Who should and should not wear a face covering?
Cloth face coverings should not be placed on:
- young children under age 2,
- anyone who has trouble breathing, is unconscious, incapacitated, and
- anyone otherwise unable to remove the mask without assistance.

Cloth face coverings should be worn by:
- All others when they need to be outside their home and within 6 feet of others.
- People who are sick should wear a face covering while at home if they cannot maintain at least 6 feet of distance from others.
- People who are sick and who need to leave home, such as to get urgent medical care, should always wear a face covering.

Do I need to wear a face covering all the time when outside my house?
- If you are sick, yes. Remember you must stay home if you are sick and only leave for essential medical care. Arrange for essential items, like groceries, to be delivered to you through a delivery service or through friends or family.
- If you are not sick, you should wear a face covering whenever you need to leave home and might be closer than 6 feet from others. Examples include using public transportation, riding in a taxi or car service, walking on a busy street, going to pharmacies and grocery stores, and going to the doctor or a hospital.
- Essential workers should also wear a face covering at work when they cannot maintain at least 6 feet of distance between themselves and others.
Do I need to wear a face covering when I am exercising?
No — as long as you maintain at least 6 feet from others.

People should only do exercises that allow them keep physical distance from others. Walking, running, and biking outside are good examples of activities that do not require shared equipment or close contact with others.

I was confirmed to have COVID-19 and am better now. Do I still need to wear a face covering?
Yes – everyone that is able should wear a face covering when outside of their home and it is not possible to maintain at least 6 feet of distance between others. Social distancing is still necessary, even when using a face covering.

We don’t yet know how long the virus remains in a person’s body, or whether it is possible to get sick again. Using facemasks in public and practicing social distancing is still important for people who were sick and recovered.

Remember if you had or may have had COVID-19, you should not leave the house except for essential medical care or to get essential needs until all the following are true:

- It has been at least 10 days since your symptoms started or since you tested positive for COVID-19 and
- You have been fever-free for the last 3 days without taking fever-reducing drugs such as Tylenol or ibuprofen and
- Your overall illness has improved (for example, when your cough or shortness of breath have improved).

Why is this being recommended now?
As we learn more about COVID-19, sometimes recommendations change. There is increasing evidence that people without symptoms may be able to spread the virus, and that droplets produced when breathing, speaking, or singing may spread COVID-19 from person to person.

This evidence informed the decision to recommend face coverings. The use of face coverings is one more simple tool that may help reduce the spread of the virus – especially from people who are infected and don’t know it yet.

How often do I need to wash my face covering?
If you are using a cloth face covering, we recommend washing once a day by hand or machine using detergent. The face covering should be fully dry before using. You should have a couple of face coverings so you can rotate for washing.

Are there precautions I should take with my face covering?
- In taking on and off a face covering, you will likely touch your face. As such, please wash your hands with soap and warm water for at least 20 seconds. If soap and warm water are not
available, use an alcohol-based sanitizer that contains at least 60% alcohol every time before and after removing or putting on your mask.

• Do not put a used face covering in places where others can touch them or where germs trapped in your face covering can touch other surfaces, such as counter tops or your kitchen table.
• Do not throw your face covering loose in a bag or backpack. We recommend keeping a paper bag with you to store your face covering if you will be taking it off outside your house.

**Is it possible to make your own face covering?**
Yes! A face covering can be a scarf, bandana or other cloth. [Watch this video from the U.S. Surgeon General](#) to see ideas about creating a face covering with household items.

**What is the best fabric for a mask?**
Use tightly woven cotton, such as quilting fabric or cotton sheets.

**Are medical grade masks such as N95 or surgical masks better than home made masks?**
Medical grade masks need to be saved for use by health care providers only. Use of homemade masks for people with lower risk exposure is a good way to decrease the chance of exposure to COVID-19.
GERMS are all around you.

Stay healthy. Wash your hands.

www.cdc.gov/handwashing
BEFORE ENTERING THIS BUILDING:

- Do you have a fever or feel feverish?
- Do you have any chills?
- Do you have a headache*?
- Do you have a sore throat?
- Do you have a runny nose or congestion*?
- Do you have a new or worsening cough?
- Do you have shortness of breath?
- Do you have a loss of smell or taste?
- Do you have muscle aches?
- Are you fatigued or tired?
- Are you nauseous or vomiting?
- Do you have diarrhea*?
- Have you been in contact with anyone with confirmed Coronavirus (COVID-19)?

*New or worsening symptoms outside of what individual defines as normal.

If the answer is YES to any of the questions, do not enter the building. Call your medical provider for guidance or the Allegan County Health Department COVID-19 Hotline at 269-686-4546.
Per Governor Whitmer's Executive Order 2020-59,

YOU MUST WEAR A FACE MASK TO ENTER THE BUILDING

A face mask includes a homemade cloth mask, scarf, or bandana. Your mask must cover your nose and mouth.
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
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.

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
How to Protect Yourself and Others

Know how it spreads

• There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
• The best way to prevent illness is to avoid being exposed to this virus.
• The virus is thought to spread mainly from person-to-person.
  » Between people who are in close contact with one another (within about 6 feet).
  » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often

• Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
• If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
• Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact

• Stay home if you are sick.
• Avoid close contact with people who are sick.
• Put distance between yourself and other people.
  » Remember that some people without symptoms may be able to spread virus.
  » This is especially important for people who are at higher risk of getting very sick. www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html
You could spread COVID-19 to others even if you do not feel sick.

Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.

» 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.

The cloth face cover is meant to protect other people in case you are infected.

Do NOT use a facemask meant for a healthcare worker.

Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

Throw used tissues in the trash.

Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.


If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.

Then, use a household disinfectant. You can see a list of EPA-registered household disinfectants here.

[cdc.gov/coronavirus](http://cdc.gov/coronavirus)
Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Clean and disinfect frequently touched objects and surfaces.

Avoid close contact with people who are sick.

Avoid touching your eyes, nose, and mouth.

When in public, wear a cloth face covering over your nose and mouth.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

cdc.gov/coronavirus
Hands that look clean can still have icky germs!

Wash Your Hands!

1. Wet
2. Get Soap
3. Scrub
4. Rinse
5. Dry

This material was developed by CDC. The Life is Better with Clean Hands campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.
GUIDANCE FOR CLEANING & DISINFECTING
PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES

1 DEVELOP YOUR PLAN
DETERMINE WHAT NEEDS TO BE CLEANED. Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.
DETERMINE HOW AREAS WILL BE DISINFECTED. Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.
CONSIDER THE RESOURCES AND EQUIPMENT NEEDED. Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

2 IMPLEMENT
CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER prior to disinfection.
USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT. Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.
ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL. The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

3 MAINTAIN AND REVISE
CONTINUE ROUTINE CLEANING AND DISINFECTION. Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.
MAINTAIN SAFE PRACTICES such as frequent handwashing, using cloth face coverings, and staying home if you are sick.
CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE. Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

Follow guidance from state, tribal, local, and territorial authorities.

For more information, please visit CORONAVIRUS.GOV
MAKING YOUR PLAN TO CLEAN AND DISINFECT

Cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection.

Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Is the area indoors?

YES

It is an indoor area.

NO

Maintain existing cleaning practices.

Coronaviruses naturally die in hours to days in typical indoor and outdoor environments. Viruses are killed more quickly by warmer temperatures and sunlight.

Has the area been occupied within the last 7 days?

YES

Yes, the area has been occupied within the last 7 days.

NO

The area has been unoccupied within the last 7 days.

The area will need only routine cleaning.

Is it a frequently touched surface or object?

YES

Yes, it is a frequently touched surface or object.

NO

Thoroughly clean these materials.

Consider setting a schedule for routine cleaning and disinfection, as appropriate.

What type of material is the surface or object?

Hard and non-porous materials like glass, metal, or plastic.

Visibly dirty surfaces should be cleaned prior to disinfection.

Consult EPA’s list of disinfectants for use against COVID-19, specifically for use on hard, non-porous surfaces and for your specific application need. More frequent cleaning and disinfection is necessary to reduce exposure.

Soft and porous materials like carpet, rugs, or material in seating areas.

Thoroughly clean or launder materials.

Consider removing soft and porous materials in high traffic areas. Disinfect materials if appropriate products are available.
This guidance is intended for all Americans, whether you own a business, run a school, or want to ensure the cleanliness and safety of your home. Reopening America requires all of us to move forward together by practicing social distancing and other daily habits to reduce our risk of exposure to the virus that causes COVID-19. Reopening the country also strongly relies on public health strategies, including increased testing of people for the virus, social distancing, isolation, and keeping track of how someone infected might have infected other people. This plan is part of the larger United States Government plan and focuses on cleaning and disinfecting public spaces, workplaces, businesses, schools, and can also be applied to your home.

Cleaning and disinfecting public spaces including your workplace, school, home, and business will require you to:

• Develop your plan
• Implement your plan
• Maintain and revise your plan

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of reopening public spaces that will require careful planning. Every American has been called upon to slow the spread of the virus through social distancing and prevention hygiene, such as frequently washing your hands and wearing face coverings. Everyone also has a role in making sure our communities are as safe as possible to reopen and remain open.

The virus that causes COVID-19 can be killed if you use the right products. EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19.

For more information, please visit CORONAVIRUS.GOV
This document provides a general framework for cleaning and disinfection practices. The framework is based on doing the following:

1. Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.

2. Disinfection using EPA-approved disinfectants against COVID-19 can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important.

3. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together--this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.

Links to specific recommendations for many public spaces that use this framework, can be found at the end of this document.

It's important to continue to follow federal, state, tribal, territorial, and local guidance for reopening America.

A Few Important Reminders about Coronaviruses and Reducing the Risk of Exposure:

- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.

- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.

- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. EPA-approved disinfectants are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions).

- Store and use disinfectants in a responsible and appropriate manner according to the label. Do not mix bleach or other cleaning and disinfection products together--this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.

- Do not overuse or stockpile disinfectants or other supplies. This can result in shortages of appropriate products for others to use in critical situations.

- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product. For more information, see CDC’s website on Cleaning and Disinfection for Community Facilities.

- Practice social distancing, wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.

If you oversee staff in a workplace, your plan should include considerations about the safety of custodial staff and other people who are carrying out the cleaning or disinfecting. These people are at increased risk of being exposed to the virus and to any toxic effects of the cleaning chemicals. These staff should wear appropriate PPE for cleaning and disinfecting. To protect your staff and to ensure that the products are used effectively, staff should be instructed on how to apply the disinfectants according to the label. For more information on concerns related to cleaning staff, visit the Occupational Safety and Health Administration’s website on Control and Prevention.
DEVELOP YOUR PLAN

Evaluate your workplace, school, home, or business to determine what kinds of surfaces and materials make up that area. Most surfaces and objects will just need normal routine cleaning. Frequently touched surfaces and objects like light switches and doorknobs will need to be cleaned and then disinfected to further reduce the risk of germs on surfaces and objects.

- First, clean the surface or object with soap and water.
- Then, disinfect using an EPA-approved disinfectant.
- If an EPA-approved disinfectant is unavailable, you can use 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions to disinfect. Do not mix bleach or other cleaning and disinfection products together. Find additional information at CDC’s website on Cleaning and Disinfecting Your Facility.

You should also consider what items can be moved or removed completely to reduce frequent handling or contact from multiple people. Soft and porous materials, such as area rugs and seating, may be removed or stored to reduce the challenges with cleaning and disinfecting them. Find additional reopening guidance for cleaning and disinfecting in the Reopening Decision Tool.

It is critical that your plan includes how to maintain a cleaning and disinfecting strategy after reopening. Develop a flexible plan with your staff or family, adjusting the plan as federal, state, tribal, territorial, or local guidance is updated and if your specific circumstances change.

Determine what needs to be cleaned

Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection. Additionally, disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed. In a household setting, cleaning toys and other items used by children with soap and water is usually sufficient. Find more information on cleaning and disinfection toys and other surfaces in the childcare program setting at CDC’s Guidance for Childcare Programs that Remain Open.

These questions will help you decide which surfaces and objects will need normal routine cleaning.

Is the area outdoors?

Outdoor areas generally require normal routine cleaning and do not require disinfection. Spraying disinfectant on sidewalks and in parks is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public. You should maintain existing cleaning and hygiene practices for outdoor areas.

The targeted use of disinfectants can be done effectively, efficiently and safely on outdoor hard surfaces and objects frequently touched by multiple people. Certain outdoor areas and facilities, such as bars and restaurants, may have additional requirements. More information can be found on CDC’s website on Food Safety and the Coronavirus Disease 2019 (COVID-19).

There is no evidence that the virus that causes COVID-19 can spread directly to humans from water in pools, hot tubs or spas, or water play areas. Proper operation, maintenance, and disinfection (for example, with chlorine or bromine) of pools, hot tubs or spas, and water playgrounds should kill the virus that causes COVID-19. However, there are additional concerns with outdoor areas that may be maintained less frequently, including playgrounds, or other facilities located within local, state, or national parks. For more information, visit CDC’s website on Visiting Parks & Recreational Facilities.
Has the area been unoccupied for the last 7 days?

If your workplace, school, or business has been unoccupied for 7 days or more, it will only need your normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.

There are many public health considerations, not just COVID-19 related, when reopening public buildings and spaces that have been closed for extended periods. For example, take measures to ensure the safety of your building water system. It is not necessary to clean ventilation systems, other than routine maintenance, as part of reducing risk of coronaviruses. For healthcare facilities, additional guidance is provided on CDC’s Guidelines for Environmental Infection Control in Health-Care Facilities.

Determine what needs to be disinfected

Following your normal routine cleaning, you can disinfect frequently touched surfaces and objects using a product from EPA’s list of approved products that are effective against COVID-19.

These questions will help you choose appropriate disinfectants.

Are you cleaning or disinfecting a hard and non-porous material or item like glass, metal, or plastic?

Consult EPA’s list of approved products for use against COVID-19. This list will help you determine the most appropriate disinfectant for the surface or object. You can use diluted household bleach solutions if appropriate for the surface. Pay special attention to the personal protective equipment (PPE) that may be needed to safely apply the disinfectant and the manufacturer’s recommendations concerning any additional hazards. Keep all disinfectants out of the reach of children. Please visit CDC’s website on How to Clean and Disinfect for additional details and warnings.

Examples of frequently touched surfaces and objects that will need routine disinfection following reopening are:

- tables,
- doorknobs,
- light switches,
- countertops,
- handles,
- desks,
- phones,
- keyboards,
- toilets,
- faucets and sinks,
- gas pump handles,
- touch screens, and
- ATM machines.

Each business or facility will have different surfaces and objects that are frequently touched by multiple people. Appropriately disinfect these surfaces and objects. For example, transit stations have specific guidance for application of cleaning and disinfection.

Are you cleaning or disinfecting a soft and porous material or items like carpet, rugs, or seating in areas?

Soft and porous materials are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials. Soft and porous materials that are not frequently touched should only be cleaned or laundered, following the directions on the item’s label, using the warmest appropriate water setting. Find more information on CDC’s website on Cleaning and Disinfecting Your Facility for developing strategies for dealing with soft and porous materials.
GUIDANCE FOR CLEANING AND DISINFECTING PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES

Consider the resources and equipment needed
Keep in mind the availability of cleaning and disinfection products and appropriate PPE. Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting. Follow the directions on the disinfectant label for additional PPE needs. In specific instances, personnel with specialized training and equipment may be required to apply certain disinfectants such as fumigants or fogs. For more information on appropriate PPE for cleaning and disinfection, see CDC’s website on Cleaning and Disinfection for Community Facilities.

IMPLEMENT YOUR PLAN
Once you have a plan, it’s time to take action. Read all manufacturer’s instructions for the cleaning and disinfection products you will use. Put on your gloves and other required personal protective equipment (PPE) to begin the process of cleaning and disinfecting.

Clean visibly dirty surfaces with soap and water
Clean surfaces and objects using soap and water prior to disinfection. Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting. Follow the directions on the disinfectant label for additional PPE needs. When you finish cleaning, remember to wash hands thoroughly with soap and water.

Clean or launder soft and porous materials like seating in an office or coffee shop, area rugs, and carpets. Launder items according to the manufacturer’s instructions, using the warmest temperature setting possible and dry items completely.

Use the appropriate cleaning or disinfectant product
EPA approved disinfectants, when applied according to the manufacturer’s label, are effective for use against COVID-19. Follow the instructions on the label for all cleaning and disinfection products for concentration, dilution, application method, contact time and any other special considerations when applying.

Always follow the directions on the label
Follow the instructions on the label to ensure safe and effective use of the product. Many product labels recommend keeping the surface wet for a specific amount of time. The label will also list precautions such as wearing gloves and making sure you have good ventilation during use of the product. Keep all disinfectants out of the reach of children.

MAINTAIN AND REVISE YOUR PLAN
Take steps to reduce your risk of exposure to the virus that causes COVID-19 during daily activities. CDC provides tips to reduce your exposure and risk of acquiring COVID-19. Reducing exposure to yourself and others is a shared responsibility. Continue to update your plan based on updated guidance and your current circumstances.

Continue routine cleaning and disinfecting
Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19. Normal routine cleaning with soap and water alone can reduce risk of exposure and is a necessary step before you disinfect dirty surfaces.
Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets, should be cleaned and disinfected at least daily. More frequent cleaning and disinfection may be required based on level of use. For example, certain surfaces and objects in public spaces, such as shopping carts and point of sale keypads, should be cleaned and disinfected before each use.

Consider choosing a different disinfectant if your first choice is in short supply. Make sure there is enough supply of gloves and appropriate personal protective equipment (PPE) based on the label, the amount of product you will need to apply, and the size of the surface you are treating.

**Maintain safe behavioral practices**

We have all had to make significant behavioral changes to reduce the spread of COVID-19. To reopen America, we will need to continue these practices:

- social distancing (specifically, staying 6 feet away from others when you must go into a shared space)
- frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- wearing cloth face coverings
- avoiding touching eyes, nose, and mouth
- staying home when sick
- cleaning and disinfecting frequently touched objects and surfaces

It’s important to continue to follow federal, state, tribal, territorial, and local guidance for reopening America. Check this resource for updates on COVID-19. This will help you change your plan when situations are updated.

**Consider practices that reduce the potential for exposure**

It is also essential to change the ways we use public spaces to work, live, and play. We should continue thinking about our safety and the safety of others.

To reduce your exposure to or the risk of spreading COVID-19 after reopening your business or facility, consider whether you need to touch certain surfaces or materials. Consider wiping public surfaces before and after you touch them. These types of behavioral adjustments can help reduce the spread of COVID-19. There are other resources for more information on COVID-19 and how to Prevent Getting Sick.

Another way to reduce the risk of exposure is to make long-term changes to practices and procedures. These could include reducing the use of porous materials used for seating, leaving some doors open to reduce touching by multiple people, opening windows to improve ventilation, or removing objects in your common areas, like coffee creamer containers. There are many other steps that businesses and institutions can put into place to help reduce the spread of COVID-19 and protect their staff and the public. More information can be found at CDC’s Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission.
CONCLUSION

Reopening America requires all of us to move forward together using recommended best practices and maintaining safe daily habits in order to reduce our risk of exposure to COVID-19. Remember: We’re all in this together!

Additional resources with more specific recommendations.

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