Spectrum Health

Spectrum Health Safe Return to School Guide

INTRODUCTION

The way schools operate will look and feel different than before COVID-19. Flexibility will be essential as federal and state regulations and guidelines continue to change with the evolving health crisis. This guide is intended to be used in conjunction with state and federal regulations, guidelines published by the US Center for Disease Control and Prevention, Michigan Department of Health and Human Services, and your local public health department. It provides guidance on issues related to the safe return of administrators, staff, and visitors. Please refer to Governor Whitmer's MI Safe Schools Return to School Roadmap for comprehensive guidance including information pertaining to students.

GETTING PREPARED

It is critical to have a plan in place for safely re-opening schools. Individuals or teams will need to be in place to:

- Obtain federal, state and local protocols and guidelines for safe reopening of schools
- Identify and close gaps in safety measures and protocols
- Manage supplies/equipment needs
- Provide administrators, staff, students, and visitors with appropriate education
- Oversee cleaning schedules
- Fulfill reporting requirements

ESSENTIAL COMPONENTS TO THIS GUIDE

- Employee Preparedness and Response Plan
- Return to School Preparedness and Response Plan
- Return to School Matrix Template
- Resources

COVID-19 SCHOOL DISTRICT EMPLOYEE PREPAREDNESS AND RESPONSE PLAN GUIDE

Below is a sample Preparedness Plan constructed to guide K-12 districts as they develop their plan for welcoming administrators, staff, and visitors back to the school setting.

All K-12 systems requiring employees to leave their homes or residences for work must have a Preparedness and Response Plan per EO 2020-114 within two weeks of resuming in-person activities. This plan must be made available to employees, labor unions and customers, whether via website, internal network, or by hard copy.

The Employee Preparedness and Response Plan ("Plan") is based on information and guidance from the Center for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), the Michigan Department of Health and Human Services (MDHHS), and Spectrum Health COVID-19 Employer Resource Center,. This Plan is subject to change based on further information provided by the CDC, OSHA, MDHHS, and other public officials.

COVID-19 COORDINATORS

Each school district must identify at least one "Coordinator" who will be responsible for staying abreast of federal, state and local guidance and incorporating those recommendations into the district's preparedness and response plans. Coordinators will also be responsible for implementing, monitoring and reporting on the COVID-19 control strategies required per EO 2020-114 or subsequent order.

A Coordinator must be on-site at all time when students and/or staff are present.

Sample Coordinator designation plan:
The district has designated the following individuals as its COVID-19 Workplace Coordinators/Supervisors (2020-114 or subsequent order): Dr. Jane Doe, Superintendent; Jane Doe2, Assistant Superintendent for Instruction; John Doe, Assistant Superintendent of Finance and Operations.

Name	**Name**	**Name**
Title	Title	Title
Email	Email	Email
Phone	Phone	Phone

PREVENTION MEASURES IN THE SCHOOL SETTING

To minimize the impact of COVID-19 within the school setting, everyone must play their part. The District will implement the following best practices to minimize exposure and prevent spread in schools.

The district has identified the following potential sources to spread COVID-19 in the school setting:

- Administrators and staff
- Students
- Visitors (including third-party contractors)
    - Policies and procedures outlined in the plan for staff/employees is also applicable to visitors and third-party vendors even if not explicitly articulated.

Before returning to in-school activity, all administrators, staff, and contractors must:

- Participate in a COVID-19 Preparedness Plan training that includes:
    - Workplace infection control practices.
    - The proper use of personal protective equipment (PPE).
    - Steps the employee must take to notify the District of any COVID-19 symptoms or a suspected or confirmed diagnosis of COVID-19.
    - Steps on how to report unsafe working conditions.
- Conduct a daily entry self-screening protocol prior to entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.

Minimizing the spread of COVID-19

- Within the school setting, all individuals must maintain at least six feet from one another to the maximum extent possible.
- The district will (as appropriate) provide visual displays throughout the use of ground markings, signs, and physical barriers.
- The district will provide non-medical grade face coverings which employees will be expected to wear while in a district building.

Cleaning and Disinfecting

- Schools will perform routine environmental cleaning and disinfection, especially on high-touch surfaces (e.g. door handles) and shared equipment. District employees are encouraged to sanitize work areas upon arrival, throughout the workday, and prior to departure.
- Schools will provide cleaning products (i.e. disposable wipes, cleaning solutions, etc.) to ensure commonly used surfaces may be wiped down by employees before each use.
- Schools will place hand sanitizer at multiple locations around the buildings.

Individual Practices to Minimize Spread of COVID-19

- District employees will practice proper hand hygiene and follow respiratory etiquette, which includes covering for coughs and sneezes.
- District employees will avoid handshaking and instead use other non-contact methods of greeting.
- District employees will avoid other employees' work spaces and commonly touched workplace tools (i.e. phones, computers, desks, copiers, printers, water coolers, refrigerators, etc.). If necessary for employees to share spaces, each employee will clean and disinfect his/her space before and after use.
- District employees will avoid sharing any items that would cross contaminate saliva (i.e. water bottles, food utensils).
- District employees will maintain a social distance of six feet to the greatest extent possible.
- District employees will use personal protective equipment as appropriate.
- District employees will avoid close contact with people who are sick. The CDC defines "close contact" as either:
    - Being within six feet of a COVID-19 infected person or a person with any COVID-19 symptom(s), for a "prolonged period of time" (more than 15 minutes); or
    - Having direct contact with infectious secretions from a COVID-19 infected person or a person with any COVID-19 symptom(s) (e.g., being coughed on)

IDENTIFICATION AND ISOLATION OF SICK AND/OR EXPOSED DISTRICT EMPLOYEES

Awareness of Symptoms and Exposure Risk of COVID-19

- District employees must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19 include the following:
    - Dry cough;
    - Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
    - Shortness of breath or difficulty breathing;
    - Loss of sense of smell and taste;
    - Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

Symptom Screening

- Any district employee may be subject to temperature checks by a no-touch infrared thermometer.
- Prior to beginning work each day or entering a district building, each district employee will self-screen CDC recognized symptoms using a screening symptom checker located here. The symptom checker houses a few quick questions that monitor for COVID-19 symptoms and exposure, using guidelines from the CDC. Once the symptom checker is completed, the employee will either receive a green good-to-go checkmark or a yellow yield sign.
- The website address for the Spectrum Health provided symptom checker is: https://covid19symptomchecker.spectrumhealth.org/home
- Processes and procedures for district employee screening will likely be adjusted upon the start of school and in accordance with EO 142. Adjustments will be coordinated with the local health department and communicated to staff.

Presence of Symptoms of COVID-19

- If an employee answers "YES" to any question in the symptom checker, the employee should not report to work. Employees must notify their direct supervisor immediately and consult their healthcare provider.
- District employees with COVID-19, or who are experiencing symptoms of COVID-19, are directed to stay home and care for themselves. Such employees must stay home until:
    - They are fever free for at least 24 hours without the use of fever reducing medications; AND
    - Other symptoms have improved; AND
    - At least 10 days have passed since their symptoms first appeared or since they tested positive for COVID-19; OR
    - Upon two negative COVID-19 tests taken at least 24 hours apart

Presence of a Positive Test for COVID- 19

- The employee must notify their direct supervisor.
- The district will notify the local health department.
- Within 24 hours, the district will notify any co-workers, contractors, suppliers, parents or students who may have come into contact with the employee.
- The district will clean and disinfect the facilities or parts of facilities accessed by an individual who subsequently tests positive for COVID-19.
- The employee who tested positive must stay home until:
    - They are fever free for at least 72 hours without the use of fever reducing medications; **AND**
    - Other symptoms have improved; **AND**
    - At least 10 days have passed since their symptoms first appeared or since they tested positive for COVID-19; **OR**
    - Upon two negative COVID-19 tests taken at least 24 hours apart

"Close Contact" with Someone Identified with a Positive COVID-19 Test

- If a district employee comes into close contact with someone who is identified with a positive COVID-19 test or lives with someone who has tested positive for COVID-19, the employee must quarantine for 14 days.
- The employee must notify their direct supervisor.
- The district will notify the local health department.

Guidelines for Symptoms that Develop While in the School Setting

- If a district employee develops symptoms of COVID-19 during the school day, the employee should immediately put on a mask and isolate from others.
- The employee must notify their direct supervisor immediately, leave district facilities, and consult their health care provider.

Communication Guidelines for Positive COVID-19 Cases within the school setting

- The school district will communicate with employees if there is a confirmed case of COVID-19 within the employee groups/buildings (including third party contractors) via email.
- The school district will not share the employee's name or personally identifiable information.
- The school district will work with the local health department.
- The school district will clean and disinfect all areas of the building(s).

CONFIDENTIALITY/PRIVACY

The confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under individual circumstances. When disclosure is required, the number of persons who will be informed of an affected individual's identity will be limited to those necessary to comply with reporting requirements, administration of benefits, and to limit the potential transmission to others. Notwithstanding the foregoing, the school district reserves the right to inform other employees and stakeholders that an unnamed employee might have been exposed to COVID-19, so those individuals may take measures to protect their own health. Except as detailed above, staff who believe they may have been exposed to COVID-19 at work by a fellow employee may only share the details of the exposure with their personal health care provider or the appropriate local health department.

WORKPLACE FLEXIBILITIES AND PROTECTIONS

Provisions for paid leave time will be made according to the Families First Coronavirus Response Act, the Paid Medical Leave Act, the Family Medical Leave Act, and any applicable district-provided leave benefits. The school district will work with affected employees to determine which benefits are available to use during a COVID-19-related absence. The district will explore reasonable accommodations as appropriate for employees who may have a disability preventing them from complying with one or more of the directives in this Plan.

RETURN TO SCHOOL PREPAREDNESS AND RESPONSE PLAN (EO 142)

On June 30, 2020, Governor Whitmer issued Executive Order 2020-142 which outlines the requirement that districts develop and adopt a COVID-19 Return to School Preparedness and Response Plan for the 2020-2021 school year that conforms to the requirements of the Governor Whitmer's Return to School Roadmap and the MI Safe Start phase. Each district's Board of Education must approve their Plan by August 15, 2020, or seven days before the start of the school year for students, whichever comes first.

As there are a number of requirements that must be contained within each district's Plan, please review EO 142 and the Return to School Roadmap as your district develops a Plan for each phase (1-3, 4 and 5).

RETURN TO SCHOOL MATRIX TEMPLATE

As an additional resource, here is a Return to School Matrix Aligned to each Phase that districts may find helpful as they navigate all of the Required, Strongly Recommended, and Recommended components of EO 142 and the Return to School Roadmap.

RESOURCES

The following vendor list was put together as a resource for districts to use when obtaining personal protective equipment (PPE). To identify the vendors providing optimum pricing and service, we have included columns on the spreadsheet for pricing data and your experience regarding service received. If you utilize one of the vendors on the list, please include unit pricing for the PPE purchased as well as the quality of service provided. This will allow all of us to focus on the vendors providing the best price and service in the marketplace.

Spectrum Health COVID-19 Hotline: 616.486.1075

Spectrum Health is here to help. Free assistance for questions regarding COVID-19 exposure, PPE, individual situation advisement and more. If you have symptoms, call the hotline for screening. Tests require a medical order and an appointment.

Employer Resources Web Page

An online hub for all employer resources available, including the employer hotline, symptom checker, CDC guidelines and frequently asked questions.

Symptom Checker

A free mobile site for employees to check for COVID-19 symptoms before they come to work. Through a few simple questions, this resource provides consistent self-monitoring and reinforces proper protocols.

Share facts about COVID-19

Know the facts about coronavirus (COVID-19) and help stop the spread of rumors.

FACT 1

Diseases can make anyone sick regardless of their race or ethnicity.

Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.

FACT 2

For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.

FACT 3

Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.

CS 316439-A 04/14/2020

FACT 4

There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- When in public, wear a cloth face covering that covers your mouth and nose.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

FACT 5

You can help stop COVID-19 by knowing the signs and symptoms, which can include:

- Fever
- Cough
- Shortness of breath

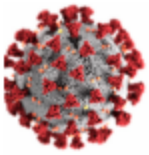
Seek medical attention immediately if you or someone you love has emergency warning signs, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

cdc.gov/coronavirus

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.

Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.

Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.

CDC

CS 314937A 06/01/2020

cdc.gov/coronavirus

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

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

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

CDC

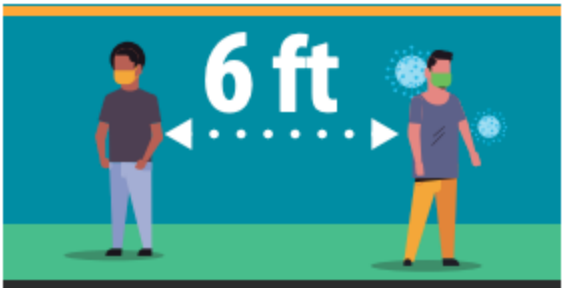
cdc.gov/coronavirus

317142-A May 20, 2020 10:44 AM

Spectrum Health
NOVEL CORONAVIRUS 2019 (COVID-19)
Experiencing Symptoms?
Cough
Shortness of breath/ difficulty breathing
Fever
Chills
Muscle Pain
Sore Throat
New loss of taste or smell

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



Stay at least 6 feet (about 2 arms' length) from other people.

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

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

Do not touch your eyes, nose, and mouth.

Clean and disinfect frequently touched objects and surfaces.

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

cdc.gov/coronavirus

316917-A May 13, 2020 11:00 AM

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

CDC

CS 316291A 05/05/2020

cdc.gov/coronavirus

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

- **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.

Cover coughs and sneezes

- **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.

Clean and disinfect

- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **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.

How to Protect Yourself

Novel Coronavirus 2019 (COVID-19)

Prevention Tips

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

Avoid touching your eyes, nose and mouth

Wear a mask or face covering

Stay away from crowded places and maintain six feet of distance from others

Cover your cough and sneeze with a tissue, then dispose in the trash

Clean and disinfect frequently touched surfaces

Avoid close contact with people who are sick

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

Know the Symptoms

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

For more information, visit spectrumhealth.org/covid19

RMD5458 © Spectrum Health 5.11.2020

Spectrum Health

Keeping Michigan Informed

Novel Coronavirus 2019 (COVID-19)

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

1. WET HANDS

2. LATHER

3. SCRUB: 20 SECONDS

4. RINSE

5. DRY HANDS

Key times to wash your hands:

BEFORE
- preparing food
- eating food
- putting on a mask

AFTER
- using the toilet
- blowing nose
- coughing or sneezing
- taking off a mask
- handling pets
- touching garbage

For more information, visit spectrumhealth.org/covid19

Tips for Masks

Novel Coronavirus 2019 (COVID-19)

HOW TO WEAR, REMOVE AND STORE A MASK

Wash your hands before and after wearing a mask

Cover nose and chin fully, making sure there are no gaps

Once secure, don't touch or fidget with your mask by pulling it up and down

Take off the mask using ties or loops; don't touch your face or the front of the mask

Fold the mask in half so outside surfaces are touching

Place folded mask in a paper bag or plastic baggie

Wash or sanitize your hands after removal of mask

Launder cloth masks daily with hot water and detergent

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

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 HELP PROTECT OTHERS

- Wear a face covering to help 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

CS 316488A 05/27/2020

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**

How to Remove Gloves

Novel Coronavirus 2019 (COVID-19)

If your industry standards recommend the use of disposable gloves, it is important to remove them properly to protect yourself and limit cross-contamination.

Grasp the outside of one glove at the wrist.

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

Hold the glove you just removed in your gloved hand.

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

Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.

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

Wash your hands with soap and water for at least 20 seconds after removing gloves.

Prevent the spread of COVID-19 if you are sick

Accessible version: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

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

Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when needed.** Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation,** ride-sharing, or taxis.

Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
  - See COVID-19 and Animals if you have questions about pets: https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals

Monitor your symptoms.

- **Common symptoms of COVID-19 include fever and cough.** Trouble breathing is a more serious symptom that means you should get medical attention.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.

If you develop **emergency warning signs** for COVID-19 get **medical attention immediately.**

Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

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

Call 911 if you have a medical emergency. If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office.** This will help the office protect themselves and other patients.

If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.

Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.

CDC

CS 316120-A 05/03/2020

cdc.gov/coronavirus

Cover your coughs and sneezes.

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

Clean your hands often.

- **Wash your hands often** with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water are the best option**, especially if your hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.

Avoid sharing personal household items.

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put them in the dishwasher.

Clean all "high-touch" surfaces everyday.

- **Clean and disinfect** high-touch surfaces in your "sick room" and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
- **If a caregiver or other person needs to clean and disinfect** a sick person's bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.

High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**
- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then use a household disinfectant.
  - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
  - Most EPA-registered household disinfectants should be effective.

How to discontinue home isolation

- People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:
  - ***If you will not have a test*** to determine if you are still contagious, you can leave home after these three things have happened:
    - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)

      AND
    - other symptoms have improved (for example, when your cough or shortness of breath has improved)

      AND
    - at least 10 days have passed since your symptoms first appeared.
  - ***If you will be tested*** to determine if you are still contagious, you can leave home after these three things have happened:
    - You no longer have a fever (without the use of medicine that reduces fevers)

      AND
    - other symptoms have improved (for example, when your cough or shortness of breath has improved)

      AND
    - you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.

In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.