

# Coronavirus Disease (COVID-19) Workplace Checklist



Washtenaw County businesses and entities that remain open must follow the guidelines set forth in the Washtenaw County [Health Officer's April 29, 2020 Order](#) and the Governor's Executive Orders [2020-59](#) and [2020-60](#) to ensure the safety of workers and customers.

## Post the Washtenaw County Order

Hang the [Washtenaw County April 29, 2020 Public Health Order](#) at all facility entrances so it is visible to employees and customers.

## Develop and implement a social distancing plan

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

## Screen staff reporting to work sites

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

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

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

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

### If an employee answers YES to question 2:

Workers who have been exposed to COVID-19 but who do not have symptoms may continue to come to work if these guidelines are followed:

- **Pre-Screen:** Employers must ensure the worker is asked the health symptom questions before each shift. Ideally, the employee's temperature should be measured before starting work and before the employee enters the facility.
- **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure to someone who tested positive for COVID-19. Employers can issue facemasks or can approve an employee's own cloth face covering in the event of mask shortages.
- **Social Distance:** The employee should maintain a 6-foot distance from all others and should practice social distancing as work duties permit in the workplace.
- **Clean and Disinfect:** Frequently clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment which the exposed person may contact.

### If an employee answers YES to question 3:

If the employee is not a critical infrastructure worker, the employee is not permitted on the work site and should self-quarantine at home for 14 days following international or domestic travel.

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

## Screening Guidance:

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

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

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

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

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

## 14-Day Quarantine Exemptions for Workers with Travel History:

To ensure continuity of operations of essential functions, critical infrastructure workers may continue to work following travel, as long as they do not have symptoms.

### Critical Infrastructure Workers

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

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

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

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For questions, visit [washtenaw.org/COVID19](https://washtenaw.org/COVID19) or contact with Washtenaw County Health Department at [L-wchdcontact@washtenaw.org](mailto:L-wchdcontact@washtenaw.org) or 734-544-6700.

**PUBLIC HEALTH EMERGENCY ORDER IN RESPONSE TO THE COVID-19 PANDEMIC  
PROCEDURES FOR BUSINESSES/OPERATIONS/ENTITIES  
OPEN AND/OR OPERATING UNDER EXECUTIVE ORDER 2020-59**

The Washtenaw County Local Health Officer issues this Order pursuant to the Michigan Public Health Code, MCL 333.2453 as it has been determined that it is necessary to protect the public health from further spread of COVID-19 within Washtenaw County. With this order, the Health Department's prior two orders regarding pandemic procedures for businesses/entities are rescinded. As evidence for the need for further measures, the State of Michigan is under a "shelter in place" order as of March 24, 2020 which is now extended through May 15, 2020 pursuant to Executive Order 2020-59. As part of 2020-59, certain businesses, operations and entities may open and/or operate because they provide essential services to sustaining or protecting life. 2020-59 also allows for some operating restrictions to be lifted on other businesses and operations.<sup>1</sup> Additionally, [Executive Order 2020-60](#) applies specific safety measures to food-selling establishments and pharmacies. Being that COVID-19 is being spread by person to person contact, those businesses, operations and entities that are open and/or in operation still pose a risk to furthering community spread. Washtenaw County continues to have a high number of positive cases of COVID-19. Consequently, in addition to the measures ordered by the Governor, the Health Department has determined that certain procedures must be implemented at those businesses, operations and entities in order to limit exposure within the community and protect the individuals designated as essential or necessary. As such, the Washtenaw County Local Health Officer hereby orders the following to take effect on **May 1, 2020 at 12:00 a.m. and remain in effect through May 15, 2020 at 11:59 p.m.:**

Businesses, operations and entities in Washtenaw County that are open and/or operating under [Governor Whitmer's Executive Order 2020-59](#) must also:

1. Develop and implement a daily screening program, as described herein, for all staff upon or just prior to reporting to work sites. At a minimum, the screening procedures must include the following:
  - A. Ask if the employee has symptoms of fever of 100.4 degrees or higher (as measured by a touchless thermometer if available, but a verbal confirmation of lack of fever is sufficient if a touchless thermometer is not available); cough (excluding chronic cough due to a known medical reason other than COVID-19); shortness of breath; sore throat; or diarrhea (excluding diarrhea due to a known medical reason other than COVID-19). The presence of any symptoms is a concern;
  - B. Ask if the employee travelled internationally or outside of Michigan in the last 14 days, excluding commuting from a home location outside of Michigan? For purposes of this order, commuting is defined as traveling between one's home and work on a regular basis;
  - C. Ask if the employee had any close contact in the last 14 days with someone with a diagnosis of COVID-19?
2. Any affirmative response to screening questions 1 (A) or (B) above requires the individual to be excluded:

- A. For at least 72 hours with no fever (three full days of no fever without use of medicine that reduces fever) and other symptoms have improved (for example, when cough and shortness of breath have improved) and at least seven days have passed since symptoms first appeared.
  - B. Except for necessary workers engaged in travel related to supply chain and critical infrastructure, for 14 days following travel unless that travel was due to commuting from a home location outside of Michigan.
3. An employee who provides an affirmative response to screening question 1 (C) may be allowed to continue work at the employer's discretion provided they remain asymptomatic and the employer implements the following additional precautions to protect the employee and the community:
  - A. Employers should measure the employee's temperature and assess symptoms each day before they start work. Ideally, temperature checks should happen before the individual enters the facility. A touchless thermometer, or a dedicated thermometer for the employee if not touchless, should be used. Sharing of any thermometer other than a touchless thermometer is strictly prohibited.
  - B. As long as the employee does not have a fever or other symptoms, they should self-monitor under the supervision of their employer's occupational health program or other programs in place to protect employee health and safety.
  - C. If the employee begins to experience symptoms during the day, they should be sent home immediately.
  - D. The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
  - E. The employee should maintain at least six feet of distance from other people as work duties permit.
  - F. Beyond standard cleaning protocol, clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment routinely known to be impacted by the exposed employee for 14 days after last exposure.
4. Nothing in this order limits the operations of first responders, health care institutions, public health functions, pharmacies, and other entities that are involved in the mitigation of risk during this pandemic.
5. Publish this order at all facility entrances so that it is visible to all employees and customers.

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

April 29, 2020



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Jimena Loveluck, MSW  
Washtenaw County Health Officer

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<sup>1</sup> Any new categories of businesses permitted by the Governor to open/operate while this order is in effect must also abide by this Public Health Emergency Order and follow the measures herein.

# Coronavirus Disease (COVID-19) Workplace Health Screening



Company Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time In: \_\_\_\_\_

**In the past 24 hours, have you experienced:**

Subjective fever (felt feverish)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New or worsening cough (excluding chronic cough due to a known medical reason other than COVID-19)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea (excluding diarrhea due to a known medical reason other than COVID-19)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Current temperature: \_\_\_\_\_

*If you answer “yes” to any of the symptoms listed above, or your temperature is 100.4°F or higher, please do not go into work. Self-isolate at home and contact your primary care physician’s office for direction. You should isolate at home for minimum of 7 days since symptoms first appear. You must also have 3 days without fevers and improvement in respiratory symptoms before returning to work.*

**In the past 14 days, have you had close contact with someone diagnosed with COVID-19?**  Yes  No

*If you answer “yes,” you may continue to work if you do not have symptoms. You should wear a face mask at all times while in the workplace for 14 days after last exposure to someone who tested positive for COVID-19.*

**In the past 14 days, have you travelled internationally or outside of Michigan (excluding commuting from a home location outside of Michigan)?**  Yes  No

*If you answer “yes,” and you are not a critical infrastructure worker, you are not permitted on the work site. You should self-quarantine at home for 14 days following international or domestic travel.*

*If you answer “yes,” and you are a critical infrastructure worker, you may continue to work if you do not have symptoms. You should wear a face mask at all times while in the workplace for 14 days after travel.*

For questions, visit [washtenaw.org/COVID19](http://washtenaw.org/COVID19) or contact with Washtenaw County Health Department at [L-wchdcontact@washtenaw.org](mailto:L-wchdcontact@washtenaw.org) or 734-544-6700.

# Managing Coronavirus Disease (COVID-19) in the Workplace



Washtenaw County businesses and entities remaining open must follow the guidelines set forth in the [Washtenaw County Health Officer's April 29, 2020 Order](#) and the Governor's Executive Orders [2020-59](#) and [2020-60](#) to ensure the safety of employees and customers.

## Washtenaw County Health Department recommends:

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

## Do I have to take the temperature of all my employees?

No. We do recommend the use of a touchless thermometer, if available, to screen employees for fever. A fever is considered 100.4°F or above. The person taking the temperature should wear a mask, if the employee is not taking their own temperature.

However, if thermometers are not available, employees can take their own temperature at home or can report if they feel feverish ("subjective fever").

## Do my employees have to wear masks at work?

Masks can help prevent asymptomatic people from infecting others. Employers **must** supply masks to all employees. Cloth masks are acceptable, as surgical masks should be reserved for those in health care. Based on current executive orders, there are some situations which require masks:

- Employees working in an enclosed public space **must** wear a mask.
- Employees providing a check out service in a food establishment or pharmacy **must** wear a mask.
- Employees who had close contact with someone who tested positive for COVID-19 **should** wear a mask at work for 14 days after last exposure to the person.

For everyone else, we **strongly recommend** that all employees wear masks while at work. Please encourage employees to wear masks, particularly if they will be in contact with other employees or the public, or if they work in areas where 6-foot social distancing is difficult to be maintained. Employers can establish guidelines that require their employees to wear masks.

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

Customers are required to wear a face covering, such as a homemade mask, scarf, bandana, or handkerchief, when in any enclosed public space, if they can medically tolerate one. Encourage employees to wear a cloth mask or face covering.

Employees should follow strict 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.

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

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

## **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 7 days after symptoms first started **and** 72 hours (3 full days) after fever has resolved without the use of fever-reducing medicines **and** symptoms have improved, whichever is longer. You could offer telework assignments if the employee is well enough to work.

**IMPORTANT:** You must protect the confidentiality of your employee. Legally, you cannot identify the employee by name. DO NOT disclose to other staff or third parties the name or other personal or health information of the employee who tested positive for COVID-19.

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

If the employee had been working while ill, identify co-workers and individuals that the employee may have come into close contact with. A close contact is defined as a person who had been within 6 feet of the affected employee for greater than 10 minutes while the employee had symptoms. The exposed co-workers identified as close contacts may continue to work if they do not have symptoms. Instruct them to self-monitor for symptoms. They should wear masks while at work.

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

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

You would follow all the same steps outlined above for an employee who tested positive for COVID-19. Identify co-workers and individuals that the employee may have come into close contact with while ill. A close contact is defined as those individuals who had been within 6 feet of the affected employee for greater than 10 minutes while the employee had symptoms. The exposed co-workers identified as close contacts may continue to work if they do not have symptoms. Instruct them to self-monitor for symptoms. They should wear masks while at work.

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

## **An employee’s family member has a suspected/confirmed case of COVID-19. What should I do?**

The employee may continue to work if they do not have symptoms. Instruct the employee to self-monitor for symptoms. The employee should wear a mask while at work. If the employee develops symptoms, they should follow the return to work guidelines (7 days after symptoms started and 3 days after fever has resolved and symptoms improved, whichever is longer).

## **An employee has reported that they came into contact with someone believed to be positive for COVID-19. What should I do?**

Review the nature of the exposure. If the contact occurred within 6 feet of the ill individual for more than 10 minutes, the employee is considered a close contact. The employee may continue to work if they do not have symptoms. Instruct the employee to self-monitor for symptoms. The employee should wear a mask while at work.

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

## When can my employee come back to work if they had symptoms of illness?

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

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

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

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

For **quarantine (travel)**, the day the individual returned from travel is “Day 0.” Count 14 days past that date for the return-to-work-date.

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

## Are all employees required to be tested for COVID-19?

No. Essential workers are now part of a prioritization group for testing, but there is no requirement for testing these employees. This prioritization allows essential workers to be tested if supplies and testing capacity are available. Testing availability is still somewhat limited. If workers would like to be tested, they should call testing locations first to see if people without symptoms will be tested.

## If an employee doesn't have symptoms but is tested for COVID-19, what do the test results mean?

- **Positive test:** The individual should self-isolate for 10 days from date of test. If no symptoms develop, they can return to work after 10 days. If an employee develops symptoms, they should follow the return to work guidelines (7 days after symptoms started and 3 days after fever has resolved and symptoms improved, whichever is longer).
- **Negative test:** No action is needed. Just remember this is a point in time for the test. The individual could have been recently exposed and tested negative or could become exposed after testing.

## What about antibody testing for my employees?

From what we understand at this point, antibody testing is not widely available, and is not recommended to make health-based decisions on an individual basis. Additional studies are needed to understand what antibody level, if any, would mean an individual is “immune” to COVID-19 disease - and for how long that immunity may last. If someone has antibodies, we don't know if that means the person won't get sick if exposed to someone infected with COVID-19. We also don't know if it means they will - or won't - be able to transmit the virus to someone else. Until we better understand the virus, we can't rely on antibody testing to make individual return-to-work decisions.

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

Critical infrastructure workers, due to the nature of their work, are needed to ensure continuity of operations of essential functions, like health care and our food supply. We all depend on these workers. Because of this, critical infrastructure workers may continue to work following travel. However, businesses do not have to adopt the updated quarantine guidance and can continue to practice the 14-day quarantine period.

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

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

- U.S. Department of Homeland Security [designation of critical infrastructure work](#)
- State of Michigan guidance on the [categories of employees defined as critical infrastructure workers](#)
- The Governor’s [Executive Order 2020-59](#) includes descriptions of critical infrastructure job categories

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

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

Examples of workers who are not critical infrastructure workers include a security guard at a facility that is closed, or a bookkeeper who needs to be in the office to complete payroll. Also, workers who are allowed to resume operations like landscapers and workers at golf courses are not critical infrastructure workers.

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

- Washtenaw County: [washtenaw.org/COVID19](https://www.washtenaw.org/COVID19)
- Michigan: [michigan.gov/coronavirus](https://www.michigan.gov/coronavirus)
- National: [cdc.gov/COVID19](https://www.cdc.gov/COVID19)

For questions, contact the Washtenaw County Health Department at [L-wchdcontact@washtenaw.org](mailto:L-wchdcontact@washtenaw.org) or 734-544-6700.

# Directions for Isolation, Quarantine, Monitoring, and Social Distancing

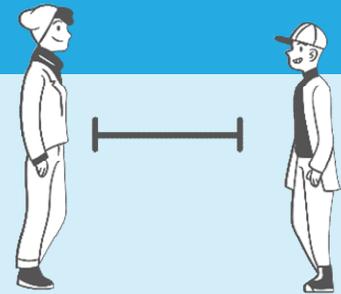
Following these directions are the best way to keep your friends and family safe from COVID-19. Please do your part to keep everyone in our community healthy.

## Who should be taking which steps?

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

## Social Distancing

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



## Self-Monitoring



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

## Self-Quarantine



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

## Self-Isolation



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

### **If you live with others:**

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



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

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

### **When seeking care at a healthcare facility:**

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