

HR TOOLKIT

CDC COVID-19 Resources

Provided by: E.B. Cohen

 **E.B. COHEN**
INSURANCE AND RISK MANAGEMENT SINCE 1932

This HR Toolkit is not intended to be exhaustive nor should any discussion or opinions be construed as legal advice. Readers should contact legal counsel for legal advice. Design © 2020 Zywave, Inc. All rights reserved.

Table of Contents

Intro	4
Cleaning and Disinfection for Households.....	5
Background	5
Purpose	5
General recommendations for routine cleaning and disinfection of households	6
General recommendations for cleaning and disinfection of households with people isolated in home care (e.g., suspected/confirmed to have COVID-19).....	6
How to clean and disinfect	7
Hard (nonporous) surfaces	7
Soft (porous) surfaces	7
Electronics	8
Linens, clothing and other items that go in the laundry	8
Hand hygiene and other preventive measures.....	8
Other considerations	9
Social Distancing, Quarantine and Isolation.....	10
What is social distancing?	10
Why practice social distancing?	10
Tips for social distancing.....	11
What is the difference between quarantine and isolation?.....	11
Quarantine	11
Isolation	12
What should I do if I might have been exposed? Or have confirmed COVID-19?	13

Share Facts About COVID-19.....14

Prevent the Spread of COVID-19 if You're Sick.....16

10 Ways to Manage COVID-19 Symptoms at Home18

Symptoms of COVID-1919

Getting Your Home Ready for COVID-1920

Guidance for Families Living With COVID-19.....25

Stop the Spread of Germs.....30

Stay Home if You're Feeling Sick.....31

Use PPE When Caring for COVID-19 Patients.....32

Intro

This toolkit compiles a collection of guidance from the Centers for Disease Control and Prevention (CDC) on the coronavirus. It includes best practices and printable resources for employers to distribute. Visit [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus) for more guidance.

This toolkit was last updated: April 30, 2020

Cleaning and Disinfection for Households

Interim Recommendations for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019 (COVID-19)

Background

There is much to learn about the novel coronavirus (SARS-CoV-2) that causes [coronavirus disease 2019](#) (COVID-19). Based on what is currently known about COVID-19, spread from person-to-person of this virus happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets. On the other hand, transmission of novel coronavirus to persons from surfaces contaminated with the virus has not been documented. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19. Transmission of coronavirus occurs much more commonly through respiratory droplets than through fomites. Current evidence suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in households and community settings.

It is unknown how long the air inside a room occupied by someone with confirmed COVID-19 remains potentially infectious. Facilities will need to consider factors such as the size of the room and the ventilation system design (including flowrate [air changes per hour] and location of supply and exhaust vents) when deciding how long to close off rooms or areas used by ill persons before beginning disinfection. Taking measures to improve ventilation in an area or room where someone was ill or suspected to be ill with COVID-19 will help shorten the time it takes respiratory droplets to be removed from the air.

Purpose

This guidance provides recommendations on the cleaning and disinfection of households where [persons under investigation](#) (PUI) or those with confirmed COVID-19 reside or may be in self-isolation. It is aimed at limiting the survival of the virus in the environments. These recommendations will be updated if additional information becomes available.

These guidelines are focused on household settings and are meant for the general public.

- **Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

- **Disinfecting** refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

General recommendations for routine cleaning and disinfection of households

- Community members can practice routine cleaning of frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, and electronics (see below for special electronics cleaning and disinfection instructions)) with household cleaners and [EPA-registered disinfectants](#) that are appropriate for the surface, following label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.
 - For electronics follow the manufacturer’s instructions for all cleaning and disinfection products. Consider use of wipeable covers for electronics. If no manufacturer guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

General recommendations for cleaning and disinfection of households with people isolated in home care (e.g. suspected/confirmed to have COVID-19)

- Household members should educate themselves about COVID-19 symptoms and preventing the spread of COVID-19 in homes.
- Clean and disinfect high-touch surfaces daily in household common areas (e.g. tables, hard-backed chairs, doorknobs, light switches, phones, tablets, touch screens, remote controls, keyboards, handles, desks, toilets, sinks)
 - In the bedroom/bathroom dedicated for an ill person: consider reducing cleaning frequency to as-needed (e.g., soiled items and surfaces) to avoid unnecessary contact with the ill person.
- As much as possible, an ill person should stay in a specific room and away from other people in their home, following [home care guidance](#).
- The caregiver can provide personal cleaning supplies for an ill person’s room and bathroom, unless the room is occupied by child or another person for whom such supplies would not be appropriate. These supplies include tissues, paper towels, cleaners and EPA-registered disinfectants ([see examples](#)).

- If a separate bathroom is not available, the bathroom should be cleaned and disinfected after each use by an ill person. If this is not possible, the caregiver should wait as long as practical after use by an ill person to clean and disinfect the high-touch surfaces.
- Household members should follow home care guidance when interacting with persons with suspected/confirmed COVID-19 and their isolation rooms/bathrooms.

How to clean and disinfect

Hard (Nonporous) Surfaces

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. Clean hands immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
 - A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#). Follow manufacturer's instructions for all cleaning and disinfection products for (concentration, application method and contact time, etc.).
 - Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water

Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:

- Launder items as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
 - Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.

Electronics

- For electronics such as cell phones, tablets, touch screens, remote controls, and keyboards, remove visible contamination if present.
 - Follow the manufacturer’s instructions for all cleaning and disinfection products.
 - Consider use of wipeable covers for electronics.
 - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Linens, clothing, and other items that go in the laundry

- Wear disposable gloves when handling dirty laundry from an ill person and then discard after each use. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. Clean hands immediately after gloves are removed.
 - If no gloves are used when handling dirty laundry, be sure to wash hands afterwards.
 - If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
 - Launder items as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people’s items.
 - Clean and disinfect clothes hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

Hand hygiene and other preventive measures

- Household members should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- Household members should follow normal preventive actions while at work and home including recommended [hand hygiene](#) and avoiding touching eyes, nose, or mouth with unwashed hands.
 - Additional key times to clean hands include:
 - After blowing one's nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After contact with animals or pets
 - Before and after providing routine care for another person who needs assistance (e.g. a child)

Other considerations

- The ill person should eat/be fed in their room if possible. Non-disposable food service items used should be handled with gloves and washed with hot water or in a dishwasher. Clean hands after handling used food service items.
- If possible, dedicate a lined trash can for the ill person. Use gloves when removing garbage bags, handling, and disposing of trash. Wash hands after handling or disposing of trash.
- Consider consulting with your local health department about trash disposal guidance if available.

Social Distancing, Quarantine, and Isolation

Limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019 (COVID-19).

What is social distancing?

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms’ length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

In addition to [everyday steps to prevent COVID-19](#), keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.

When COVID-19 is spreading in your area, everyone should limit close contact with individuals outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is especially important for [people who are at higher risk of getting very sick](#).

Why practice social distancing?

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as sun light and humidity. Social distancing helps limit contact with infected people and contaminated surfaces.

Although the risk of severe illness may be different for everyone, anyone can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community.

Tips for social distancing

- Follow guidance from authorities where you live.
- If you need to shop for food or medicine at the grocery store or pharmacy, stay at least 6 feet away from others.
 - Use mail-order for medications, if possible.
 - Consider a grocery delivery service.
 - Cover your mouth and nose with a cloth face cover when around others, including when you have to go out in public, for example to the grocery store.
 - Stay at least 6 feet between yourself and others, even when you wear a face covering.
- Avoid large and small gatherings in private places and public spaces, such as a friend's house, parks, restaurants, shops, or any other place. This advice applies to people of any age, including teens and younger adults. Children should not have in-person playdates while school is out. To help maintain social connections while social distancing, learn tips to keep children healthy while school's out.
- Work from home when possible.
- If possible, avoid using any kind of public transportation, ridesharing, or taxis.
- If you are a student or parent, talk to your school about options for digital/distance learning.

Stay connected while staying away. It is very important to stay in touch with friends and family that don't live in your home. Call, video chat, or stay connected using social media. Everyone reacts differently to stressful situations and having to socially distance yourself from someone you love can be difficult. [Read tips for stress and coping.](#)

What is the difference between quarantine and isolation?

Quarantine

Quarantine is used to **keep someone who might have been exposed to COVID-19 away from others.** Someone in self-quarantine stays separated from others, and they limit movement outside of their home or current place. A person may have been exposed to the virus without knowing it (for example, when

traveling or out in the community), or they could have the virus without feeling symptoms. Quarantine helps limit further spread of COVID-19.

Isolation

Isolation is used to **separate sick people from healthy people**. People who are in isolation should stay home. In the home, anyone sick should separate themselves from others by staying in a specific “sick” bedroom or space and using a different bathroom (if possible).

What should I do if I might have been exposed? If I feel sick? Or have confirmed COVID-19?

If you...	Steps to take...
<p>If you or someone in your home might have been exposed</p>	<p>Self-Monitor</p> <p>Be alert for symptoms. Watch for fever, cough, or shortness of breath.</p> <ul style="list-style-type: none"> • Take your temperature if symptoms develop. • Practice social distancing. Maintain 6 feet of distance from others, and stay out of crowded places. • Follow CDC guidance if symptoms develop.
<p>If you feel healthy but:</p> <ul style="list-style-type: none"> • Recently had close contact with a person with COVID-19, or • Recently traveled from somewhere outside the U.S. or on a cruise ship or river boat 	<p>Self-Quarantine</p> <ul style="list-style-type: none"> • Check your temperature twice a day and watch for symptoms. • Stay home for 14 days and self-monitor. • If possible, stay away from people who are high-risk for getting very sick from COVID-19.
<p>If you:</p> <ul style="list-style-type: none"> • Have been diagnosed with COVID-19, or • Are waiting for test results, or • Have symptoms such as cough, fever, or shortness of breath 	<p>Self-Isolate</p> <ul style="list-style-type: none"> • Stay in a specific “sick room” or area and away from other people or animals, including pets. If possible, use a separate bathroom. • Read important information about caring for yourself or someone else who is sick.

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.

**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:

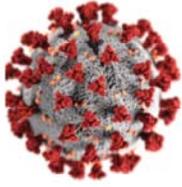
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

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.



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.gov/coronavirus](https://www.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 7 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.

10 things you can do to manage your COVID-19 symptoms at home

If you have possible or confirmed COVID-19:

1. **Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



6. **Cover your cough and sneezes.**



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



3. **Get rest and stay hydrated.**



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

Fever



If you have COVID-19, you may have mild (or no symptoms) to severe illness.

Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

Cough



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

Shortness of breath



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



cdc.gov/coronavirus

Get Your Home Ready

This interim guidance is based on what is currently known [about the Coronavirus Disease 2019 \(COVID-19\)](#). The Centers for Disease Control and Prevention (CDC) will update this interim guidance as needed and as additional information becomes available.

This interim guidance is to help household members plan for community transmission of coronavirus disease 2019 (COVID-19) in the United States. The Centers for Disease Control and Prevention (CDC) encourages household members to prepare for the possibility of a COVID-19 outbreak in their community.

COVID-19 is caused by a new virus. There is [much to learn about its transmissibility, severity, and other features of the disease](#). We want to help everyone prepare to respond to this public health threat.

In this guidance

- Before a COVID-19 outbreak occurs: Plan
- During a COVID-19 outbreak: Act
- After a COVID-19 outbreak has ended: Follow Up
- Readiness Resources

Before a COVID-19 outbreak occurs in your community: Plan

A COVID-19 outbreak could last for a long time in your community. Depending on the severity of the outbreak, public health officials may recommend community actions designed to help keep people healthy, reduce exposures to COVID-19, and slow the spread of the disease. Local public health officials may make recommendations appropriate to your local situation. Creating a household plan can help protect your health and the health of those you care about in the event of an outbreak of COVID-19 in your community. You should base the details of your household plan on the needs and daily routine of your household members.

Create a household plan of action

- ✓ **Talk with the people who need to be included in your plan.** Meet with household members, other relatives, and friends to discuss [what to do if a COVID-19 outbreak occurs in your community](#) and what the needs of each person will be.
- ✓ **Plan ways to care for those who might be at greater risk for serious complications.** There is limited information about [who may be at risk for severe complications from COVID-19 illness](#). From the data that are available for COVID-19 patients, and from data for related coronaviruses such as SARS-CoV and MERS-CoV, it is possible that older adults and persons who have underlying



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

chronic medical conditions may be at risk for more serious complications. Early data suggest older people are more likely to have serious COVID-19 illness. If you or your household members are at increased risk for COVID-19 complications, please consult with your health care provider for more information about [monitoring your health for symptoms suggestive of COVID-19](#). CDC will recommend actions to help keep people at high risk for complications healthy if a COVID-19 outbreak occurs in your community.

- ✓ **Get to know your neighbors.** Talk with your neighbors about emergency planning. If your neighborhood has a website or social media page, consider joining it to maintain access to neighbors, information, and resources.
- ✓ **Identify aid organizations in your community.** Create a list of local organizations that you and your household can contact in the event you need access to information, health care services, support, and resources. Consider including organizations that provide mental health or counseling services, food, and other supplies.
- ✓ **Create an emergency contact list.** Ensure your household has a current list of emergency contacts for family, friends, neighbors, carpool drivers, health care providers, teachers, employers, the local public health department, and other community resources.

Practice good personal health habits and plan for home-based actions

- ✓ **Practice everyday preventive actions now.** Remind everyone in your household of the importance of practicing everyday preventive actions that can help prevent the spread of respiratory illnesses:
 - Avoid close contact with people who are sick.
 - Stay home when you are sick, except to get medical care.
 - Cover your coughs and sneezes with a tissue.
 - Clean frequently touched surfaces and objects daily (e.g., tables, countertops, light switches, doorknobs, and cabinet handles) using a regular household detergent and water.
 - If surfaces are dirty, they should be cleaned using a detergent and water prior to disinfection. For disinfection, a list of products with Environmental Protection Agency (EPA)-approved emerging viral pathogens claims, maintained by the American Chemistry Council Center for Biocide Chemistries (CBC), is available at [Novel Coronavirus \(COVID-19\) Fighting Products](#). Always follow the manufacturer's instructions for all cleaning and disinfection products.
 - Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and 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. Always wash your hands with soap and water if your hands are visibly dirty.
- ✓ **Choose a room in your home that can be used to separate sick household members from those who are healthy.** Identify a separate bathroom for the sick person to use, if possible. Plan to clean these rooms, as needed, when someone is sick. [Learn how to care for someone with COVID-19 at home.](#)

Be prepared if your child's school or childcare facility is temporarily dismissed

- ✓ **Learn about the emergency operations plan at your child's school or childcare facility.** During a COVID-19 outbreak in your community, local public health officials may recommend [temporary school dismissals](#) to help slow the spread of illness. School authorities also may decide to dismiss a school if too many students or staff are absent. Understand the plan for continuing education and social services (such as student meal programs) during school dismissals. If your child attends a college or university, encourage them to learn about the school's plan for a COVID-19 outbreak.

Plan for potential changes at your workplace

- ✓ **Learn about your employer's emergency operations plan.** Discuss sick-leave policies and telework options for workers who are sick or who need to stay home to care for sick household members. [Learn how businesses and employers can plan for and respond to COVID-19.](#)

During a COVID-19 outbreak in your community: Act

During an outbreak in your community, protect yourself and others by:

- ✓ Staying home from work, school, and all activities when you are [sick with COVID-19 symptoms](#), which may include fever, cough, and difficulty breathing.
- ✓ Keeping away from others who are sick.
- ✓ Limiting close contact with others as much as possible (about 6 feet).

Put your household plan into action

- ✓ **Stay informed about the local COVID-19 situation.** Get up-to-date information about local COVID-19 activity from [public health officials](#). Be aware of temporary school dismissals in your area, as this may affect your household's daily routine.
- ✓ **Stay home if you are sick.** Stay home if you have [COVID-19 symptoms](#). If a member of your household is sick, stay home from school and work to avoid spreading COVID-19 to others.
 - If your children are in the care of others, urge caregivers to watch for COVID-19 symptoms.
- ✓ **Continue practicing everyday preventive actions.** Cover coughs and sneezes with a tissue and wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use a hand sanitizer that contains 60% alcohol. Clean frequently touched surfaces and objects daily using a regular household detergent and water.
- ✓ **Use the separate room and bathroom you prepared for sick household members (if possible).** [Learn how to care for someone with COVID-19 at home.](#) Avoid sharing personal items like food and drinks. Provide your sick household member with clean disposable facemasks to wear at home, if available, to help prevent spreading COVID-19 to others. Clean the sick room and bathroom, as needed, to avoid unnecessary contact with the sick person.
 - If surfaces are dirty, they should be cleaned using a detergent and water prior to disinfection. For disinfection, a list of products with EPA-approved emerging viral pathogens claims, maintained by the CDC, is available at [Novel Coronavirus \(COVID-19\) Fighting Products](#). Always follow the manufacturer's instructions for all cleaning and disinfection products.

- ✓ **Stay in touch with others by phone or email.** If you live alone and become sick during a COVID-19 outbreak, you may need help. If you have a chronic medical condition and live alone, ask family, friends, and health care providers to check on you during an outbreak. Stay in touch with family and friends with chronic medical conditions.
- ✓ **Take care of the emotional health of your household members.** Outbreaks can be stressful for adults and children. [Children respond differently to stressful situations than adults.](#) Talk with your children about the outbreak, try to stay calm, and reassure them that they are safe.

Inform your workplace if you need to change your regular work schedule

- ✓ **Notify your workplace as soon as possible if your schedule changes.** Ask to work from home or take leave if you or someone in your household gets sick with [COVID-19 symptoms](#), or if your child's school is dismissed temporarily.

Take the following steps to help protect your children during an outbreak

- ✓ **If your child/children become sick with COVID-19s, notify their childcare facility or school.** Talk with teachers about classroom assignments and activities they can do from home to keep up with their schoolwork.
- ✓ **Keep track of school dismissals in your community.** Read or watch local media sources that report school dismissals. If schools are dismissed temporarily, use alternative childcare arrangements, if needed.
- ✓ **Discourage children and teens from gathering in other public places while school is dismissed to help slow the spread of COVID-19 in the community.**

After a COVID-19 outbreak has ended in your community: Follow Up

Remember, a COVID-19 outbreak could last a long time. The impact on individuals, households, and communities might be great. When public health officials determine the outbreak has ended in your community, take time to improve your household's plan. As public health officials continue to plan for COVID-19 and other disease outbreaks, you and your household also have an important role to play in ongoing planning efforts.

Evaluate the effectiveness of your household's plan of action

- ✓ **Discuss and note lessons learned.** Were your COVID-19 preparedness actions effective at home, school, and work? Talk about problems found in your plan and effective solutions. Identify additional resources needed for you and your household.
- ✓ **Participate in community discussions about emergency planning.** Let others know about what readiness actions worked for you and your household. Maintain communication lines with your community (e.g., social media and email lists). Promote the importance of practicing good personal health habits.
- ✓ **Continue to practice everyday preventive actions.** Stay home when you are sick; cover your coughs and sneezes with a tissue; wash your hands often with soap and water; and clean frequently touched surfaces and objects daily.

- ✓ **Take care of the emotional health of your household members.** Make time to unwind and remind yourself that strong feelings will fade. Take breaks from watching, reading, or listening to news stories about COVID-19. Connect with family and friends. Share your concerns and how you are feeling with others.
- ✓ **Help your child/children cope after the outbreak.** [Provide children with opportunities to talk about what they went through](#) or what they think about it. Encourage them to share concerns and ask questions. Because parents, teachers, and other adults see children in different situations, it is important for them to work together to share information about how each child is coping after the outbreak.

COVID-19 Readiness Resources

- Visit www.cdc.gov/COVID19 for the latest information and resources
- COVID 2019 Situation Summary <https://www.cdc.gov/coronavirus/2019-nCoV/summary.html>
- Prevention and Treatment <https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>
- What to Do If You Are Sick <https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html>
- Pregnant Women and COVID FAQs <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/pregnancy-faq.html>
- Stigma Related to COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/about/related-stigma.html>
- Handwashing: A Family Activity <https://www.cdc.gov/handwashing/handwashing-family.html>
- Handwashing: Clean Hands Save Lives <http://www.cdc.gov/handwashing>

CDC Interim Guidance for Specific Audiences

- Interim Guidance for Administrators of US Childcare Programs and K-12 Schools to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19) <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-for-schools.html>
- Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19) <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html>

CDC Communication Resources

- Communication Resources <https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html>
- Print Resources <https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html>
- Buttons and Badges <https://www.cdc.gov/coronavirus/2019-ncov/communication/buttons-badges.html>

Guidance for Large or Extended Families Living in the Same Household

Older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from coronavirus disease 2019 (COVID-19). **If your household includes people in these groups, then all family members should act as if they, themselves, are at higher risk.** This can be difficult if space is limited for large or extended families living together. The following information may help you protect those who are most vulnerable in your household.

This document explains how to:

- Protect the household when you leave for errands
- Protect household members at high risk for severe illness
- Protect children and others from getting sick
- Care for a household member who is sick
- Isolate a household member who is sick
- Eat meals together and feed a sick household member

How to protect the household when you must leave the house

Don't leave the household unless **absolutely necessary!**

For example, only leave if you must go to work, the grocery store, pharmacy, or medical appointments that cannot be delayed (such as for infants or for people with serious health conditions). Choose one or two family members who are not at higher risk for severe illness from COVID-19 to do the needed errands. **If you must leave the household, follow these nine tips:**



1. **Avoid crowds, including social gatherings of any size.**
2. **Keep at least 6 feet away from other people.**
3. **Wash your hands often.**
4. **Don't touch frequently touched surfaces in public areas, such as elevator buttons and handrails.**
5. **Don't use public transportation, such as the train or bus, if possible. If you must use public transportation,**
 - » Maintain 6 feet of distance from other passengers as much as possible.
 - » Avoid touching frequently touched surfaces such as handrails.
 - » Wash your hands or use hand sanitizer as soon as possible after leaving public transportation.
6. **Don't ride in a car with members of different households.**
7. **Wear a cloth face covering to help slow the spread of COVID-19.**
 - » Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure. Information about the use of cloth face coverings is available at www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html.



8. Wash your hands immediately when you return home.

9. Maintain a physical distance between you and those at higher risk in your household.

For example, avoid hugging, kissing, or sharing food or drinks.

You can find more information about running essential errands at www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/essential-goods-services.html.

How to protect members of the household who are at higher risk for severe illness

Adults 65 or older and people who have serious underlying medical conditions are at highest risk of severe illness from COVID-19. **If your household includes people in these groups, then all family members should act as if they, themselves, are at higher risk.**



Here are seven ways to protect your household members.

1. Stay home as much as possible.

2. Wash your hands often, especially after you have been in a public place or after blowing your nose, coughing, or sneezing. Information on when and how to wash hands can be found here: www.cdc.gov/handwashing/when-how-handwashing.html.



3. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if you can't wash with soap and water.

» Place a dime-sized amount in your palm and rub your hands together, covering all parts of your hand, fingers, and nails until they feel dry.

4. Don't touch your eyes, nose, and mouth with unwashed hands.

5. Cover your coughs and sneezes.

» If you cough or sneeze, cover your mouth and nose with a tissue or use the inside of your elbow.

» Throw used tissues in the trash.

» Immediately wash your hands.



6. Clean and then disinfect your home.

» Wear disposable gloves, if available.

» Clean frequently touched surfaces daily with soap and water or other detergents. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

» Then, use an EPA-registered disinfectant that is appropriate for the surface. Follow the instructions on the label for safe and effective use of the cleaning product.

Disinfectants are chemicals that kill germs on surfaces.



EPA-registered disinfectants are listed here: www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2.

More about cleaning and disinfecting can be found here: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html

7. Don't have visitors unless they need to be in your home.

You can find more information at www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html.

How to protect children and others from getting sick

Adults 65 years and older and people who have serious medical conditions should avoid caring for the children in their household, if possible. If people at higher risk must care for the children in their household, the children in their care should not have contact with individuals outside the household.

Follow these five tips to help protect children and others from getting sick.

- 8. Teach children the same things everyone should do to stay healthy.** Children and other people can spread the virus even if they don't show symptoms. Learn more at www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html.
- 9. Don't let children have in-person playdates with children from other households.**
- 10. Teach children who are playing outside to stay 6 feet away from anyone who is not in their own household.**
- 11. Help children stay connected to their friends through video chats and phone calls.**
- 12. Teach children to wash their hands.** Explain that hand washing can keep them healthy and stop the virus from spreading to others.
 - » **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
 - » **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 - » **Scrub** your hands for at least 20 seconds.
 - » **Rinse** your hands well under clean, running water.
 - » **Dry** your hands using a clean towel or air dry them.



You can find more information about caring for children at www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/children.html.

How to care for a household member who is sick

Most people who get sick with COVID-19 will have only mild illness and should stay at home to recover. Care at home can help stop the spread of COVID-19 and help protect people who are at risk for getting seriously ill from COVID-19.

If you are caring for someone who is sick at home, follow these six tips:

- 1. Have the person stay in one room, away from other people, including yourself, as much as possible.**
- 2. Have them use a separate bathroom, if possible.**
- 3. Monitor them for emergency warning signs and get medical attention immediately if they have any of the following:**
 - » Trouble breathing
 - » Continuing pain or pressure in the chest
 - » New confusion or if they are unable to wake up
 - » Bluish lips or face
 - » Any other symptoms that are severe or concerning



4. **Make sure the person with COVID-19 does the following:**

- » Drinks a lot of fluids to stay hydrated
- » Rests at home
- » Uses over-the-counter medicines to help with symptoms (after talking to their doctor)

For most people, symptoms last a few days and they get better after a week.

5. **Have their doctor's phone number on hand, and call their doctor if the person with COVID-19 gets sicker.**

If English is your second language, a household member should know how to ask for an interpreter.

6. **Call 911 for medical emergencies.** Tell the 911 operator that the patient has or is suspected to have COVID-19.

If English is your second language, a household member should know how to ask for an interpreter.



You can find more information about caring for someone who is sick at www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/care-for-someone.html.

How to isolate a sick household member when household space is limited

If you cannot provide a separate room and bathroom for a person who is sick with COVID-19, try to separate them from other household members. Try to create adequate separation within your household to protect everyone, especially those people at higher risk (those over 65 years and those who have medical conditions).

Follow these ten tips when isolating a household member who is sick:

1. **Keep 6 feet between the person who is sick and other household members.**
2. **Cover coughs and sneezes; wash hands often; and don't touch your eyes, nose, and mouth.**
3. **Have the sick household member wear a cloth face covering when they are around other people at home and out (including before they enter a doctor's office).**

The cloth face covering can be a scarf or bandana. But they should not be placed on children under age 2, anyone who has trouble breathing, or anyone who is not able to remove the covering without help. You can find more about cloth face coverings at www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html.

4. **Keep people at higher risk separated from anyone who is sick.**
5. **Have only one person in the household take care of the person who is sick.**

This caregiver should be someone who is not at higher risk for severe illness.

- » The caregiver should clean where the sick person has been, as well as their bedding and laundry.
- » The caregiver should minimize contact with other people in the household, especially those who are at higher risk for severe illness.
- » Have a caregiver for the person who is sick and a different caregiver for other members of the household who require help with cleaning, bathing, or other daily tasks.



6. **Clean and disinfect surfaces, doorknobs, and other commonly touched surfaces** with EPA-registered disinfectants daily. Find a list here: www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2.

7. **Limit visitors to those with an essential need to be in the home.**
8. **Don't share personal items like phones, dishes, bedding, or toys.**
9. **Try to do the following if you need to share a bedroom with someone who is sick:**

- » Make sure the room has good air flow. Open a window and turn on a fan to bring in fresh air.
- » Place beds at least 6 feet apart, if possible.
- » Sleep head to toe.
- » Put a curtain around or place another physical divider to separate the bed of the person who is sick from other beds. For example, you might use a shower curtain, room screen divider, large cardboard poster board, quilt, or large bedspread.



10. **Have the person who is sick clean and disinfect frequently touched surfaces in a shared bathroom.**

If this is not possible, others who share the bathroom should wait as long as possible after the sick person uses the bathroom before entering it to clean and disinfect or to use the bathroom. Make sure the room has good air flow. Open a window and turn on a fan (if possible) to bring in and circulate fresh air.

How to eat meals together and feed a household member who is sick

If possible, make a plate for the sick household member to eat in the separate area they are staying in. If they cannot eat in the separate area they are staying in, they should stay at least 6 feet away from other members of the household during meals. Or, they should eat at a different time than others in the household.

Also, follow these seven tips:

1. **Don't help prepare food if you are sick.**
2. **Wash your hands for at least 20 seconds with soap and water before eating.**
This includes everyone in the household!
3. **Use clean utensils when placing food on every household member's plate.**
4. **Don't eat from the same dishes or use the same utensils as someone else in the household.**
5. **Wear gloves to handle dishes, drinking glasses, and utensils (food service items), if possible.** Also, wash these non-disposable items with hot water and soap or in a dishwasher after you use them.
6. **Have only one person bring food to the sick person and clean-up the sick person's food service items.** This should be someone who is not at higher risk for severe illness.
7. **Wash your hands after handling used food service items.**



Stop the Spread of Germs

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

Avoid close contact with people who are sick.



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



Avoid touching your eyes, nose, and mouth.



When in public, wear a cloth face covering over your 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.gov/coronavirus](https://www.cdc.gov/coronavirus)



Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms

please leave the building and contact your health care provider.

Then follow-up with your supervisor.

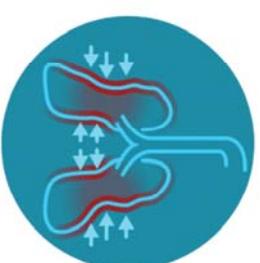
DO NOT ENTER if you have:



FEVER



COUGH



**SHORTNESS
OF BREATH**



Use Personal Protective Equipment (PPE) When Caring for Patients with Confirmed or Suspected COVID-19

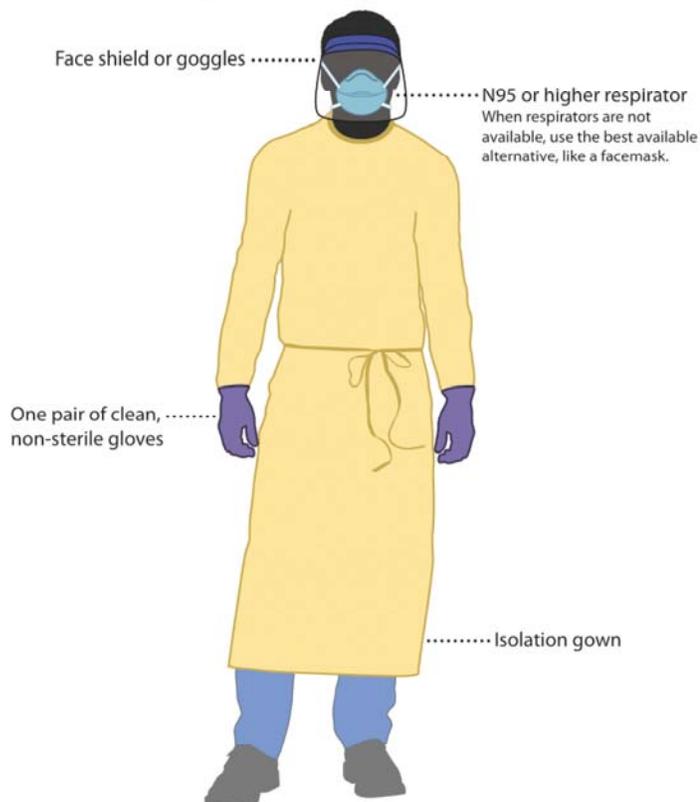
Before caring for patients with confirmed or suspected COVID-19, healthcare personnel (HCP) must:

- **Receive comprehensive training** on when and what PPE is necessary, how to don (put on) and doff (take off) PPE, limitations of PPE, and proper care, maintenance, and disposal of PPE.
- **Demonstrate competency** in performing appropriate infection control practices and procedures.

Remember:

- PPE must be donned correctly before entering the patient area (e.g., isolation room, unit if cohorting).
- PPE must remain in place and be worn correctly for the duration of work in potentially contaminated areas. PPE should not be adjusted (e.g., retying gown, adjusting respirator/facemask) during patient care.
- PPE must be removed slowly and deliberately in a sequence that prevents self-contamination. A step-by-step process should be developed and used during training and patient care.

Preferred PPE – Use N95 or Higher Respirator



Acceptable Alternative PPE – Use Facemask



Donning (putting on the gear):

More than one donning method may be acceptable. Training and practice using your healthcare facility's procedure is critical. Below is one example of donning.

- 1. Identify and gather the proper PPE to don.** Ensure choice of gown size is correct (based on training).
- 2. Perform hand hygiene using hand sanitizer.**
- 3. Put on isolation gown.** Tie all of the ties on the gown. Assistance may be needed by another HCP.
- 4. Put on NIOSH-approved N95 filtering facepiece respirator or higher (use a facemask if a respirator is not available).** If the respirator has a nosepiece, it should be fitted to the nose with both hands, not bent or tented. Do not pinch the nosepiece with one hand. Respirator/facemask should be extended under chin. Both your mouth and nose should be protected. Do not wear respirator/facemask under your chin or store in scrubs pocket between patients.*
 - » **Respirator:** Respirator straps should be placed on crown of head (top strap) and base of neck (bottom strap). Perform a user seal check each time you put on the respirator.
 - » **Facemask:** Mask ties should be secured on crown of head (top tie) and base of neck (bottom tie). If mask has loops, hook them appropriately around your ears.
- 5. Put on face shield or goggles.** Face shields provide full face coverage. Goggles also provide excellent protection for eyes, but fogging is common.
- 6. Perform hand hygiene before putting on gloves.** Gloves should cover the cuff (wrist) of gown.
- 7. HCP may now enter patient room.**

Doffing (taking off the gear):

More than one doffing method may be acceptable. Training and practice using your healthcare facility's procedure is critical. Below is one example of doffing.

- 1. Remove gloves.** Ensure glove removal does not cause additional contamination of hands. Gloves can be removed using more than one technique (e.g., glove-in-glove or bird beak).
- 2. Remove gown.** Untie all ties (or unsnap all buttons). Some gown ties can be broken rather than untied. Do so in gentle manner, avoiding a forceful movement. Reach up to the shoulders and carefully pull gown down and away from the body. Rolling the gown down is an acceptable approach. Dispose in trash receptacle.*
- 3. HCP may now exit patient room.**
- 4. Perform hand hygiene.**
- 5. Remove face shield or goggles.** Carefully remove face shield or goggles by grabbing the strap and pulling upwards and away from head. Do not touch the front of face shield or goggles.
- 6. Remove and discard respirator (or facemask if used instead of respirator).*** Do not touch the front of the respirator or facemask.
 - » **Respirator:** Remove the bottom strap by touching only the strap and bring it carefully over the head. Grasp the top strap and bring it carefully over the head, and then pull the respirator away from the face without touching the front of the respirator.
 - » **Facemask:** Carefully untie (or unhook from the ears) and pull away from face without touching the front.
- 7. Perform hand hygiene after removing the respirator/facemask** and before putting it on again if your workplace is practicing reuse.

**Facilities implementing reuse or extended use of PPE will need to adjust their donning and doffing procedures to accommodate those practices.*