Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

Fever

Cough

Shortness of breath

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.

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

Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

▸ Pre-Screen: Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.

▸ Regular Monitoring: As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.

▸ Wear a Mask: 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.

▸ Social Distance: The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.

▸ Disinfect and Clean work spaces: Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

Employers should implement the recommendations in the Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 to help prevent and slow the spread of COVID-19 in the workplace. Additional information about identifying critical infrastructure during COVID-19 can be found on the DHS CISA website or the CDC's specific First Responder Guidance page.

INTERIM GUIDANCE

This interim guidance pertains to critical infrastructure workers, including personnel in 16 different sectors of work including:

▸ Federal, state, & 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

ADDITIONAL CONSIDERATIONS

▸ Employees should not share headsets or other objects that are near mouth or nose.

▸ Employers should increase the frequency of cleaning commonly touched surfaces.

▸ Employees and employers should consider pilot testing the use of face masks to ensure they do not interfere with work assignments.

▸ Employers should work with facility maintenance staff to increase air exchanges in room.

▸ Employees should physically distance when they take breaks together. Stagger breaks and don't congregate in the break room, and don't share food or utensils.

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. 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.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.
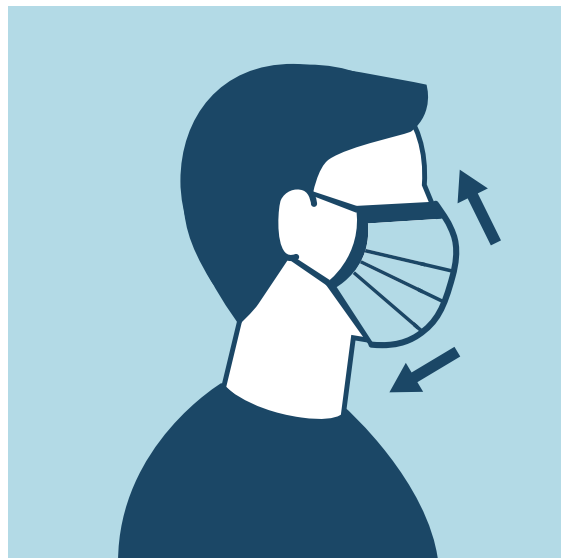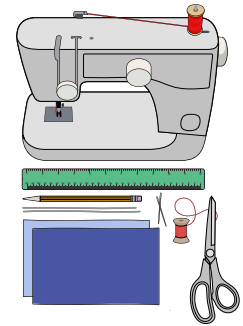
cdc.gov/coronavirus
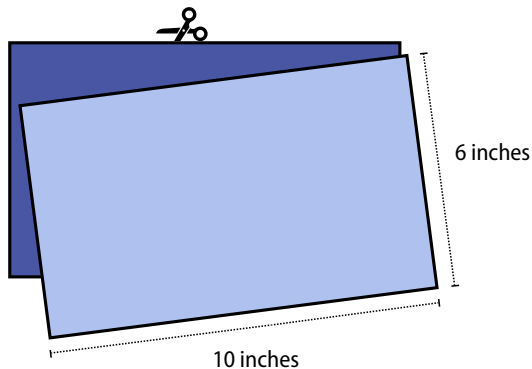
Sewn Cloth Face Covering

Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic
  (or rubber bands, string,
  cloth strips, or hair ties)

- Needle and thread (or bobby pin)
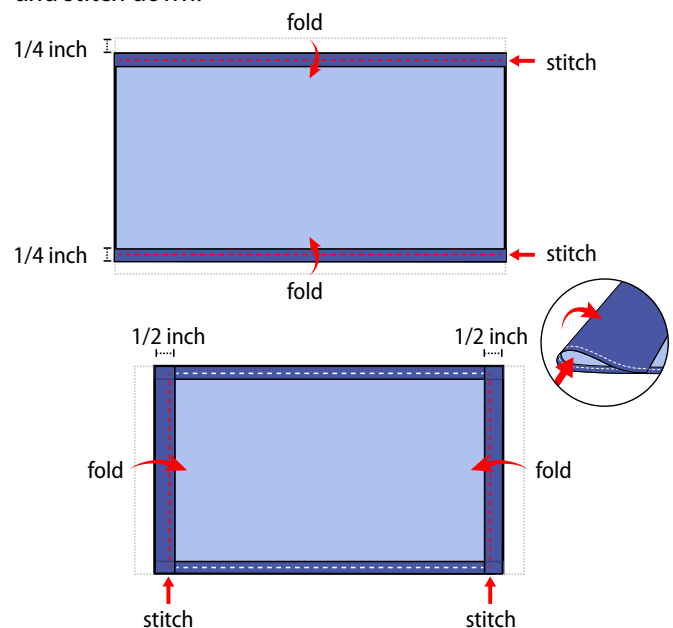- Scissors
- Sewing machine

Tutorial

1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.
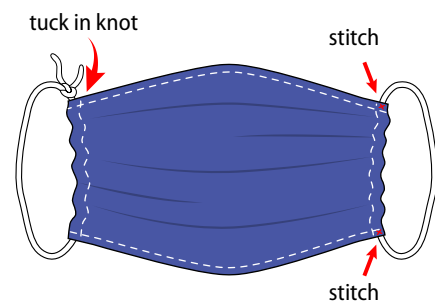
6 inches

10 inches

2. Fold over the long sides ¼ inch and hem. Then fold the double layer of fabric over ½ inch along the short sides and stitch down.

fold

1/4 inch — stitch

1/4 inch — stitch

fold

1/2 inch — 1/2 inch

fold — fold

stitch — stitch

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3. Run a 6-inch length of 1/8-inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight.
Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.

thread through
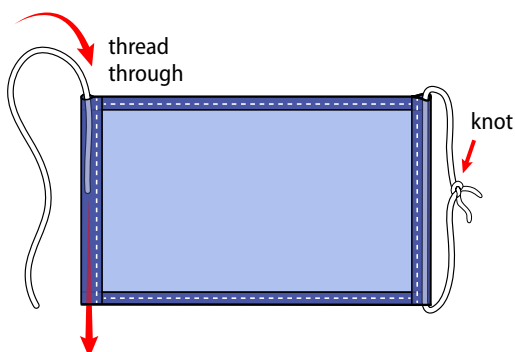
knot

4. Gently pull on the elastic so that the knots are tucked inside the hem.
Gather the sides of the cloth face covering on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.
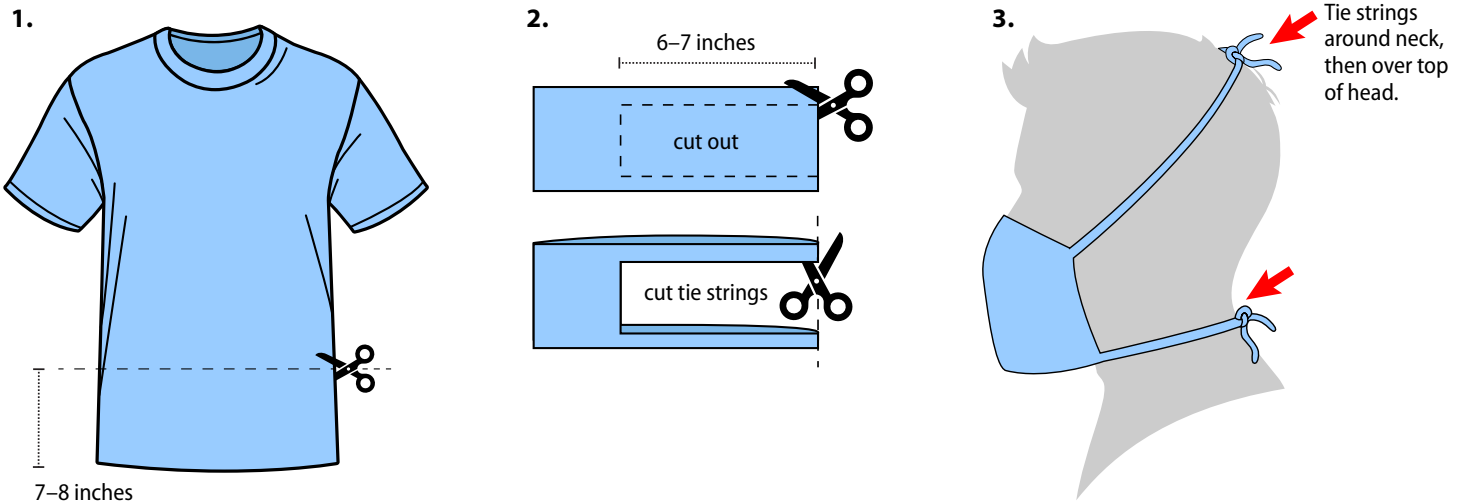
tuck in knot

stitch

stitch

Quick Cut T-shirt Cloth Face Covering (no sew method)

Materials

- T-shirt
- Scissors

Tutorial

1.

7–8 inches

2.

6–7 inches

cut out

cut tie strings

3.

Tie strings around neck, then over top of head.

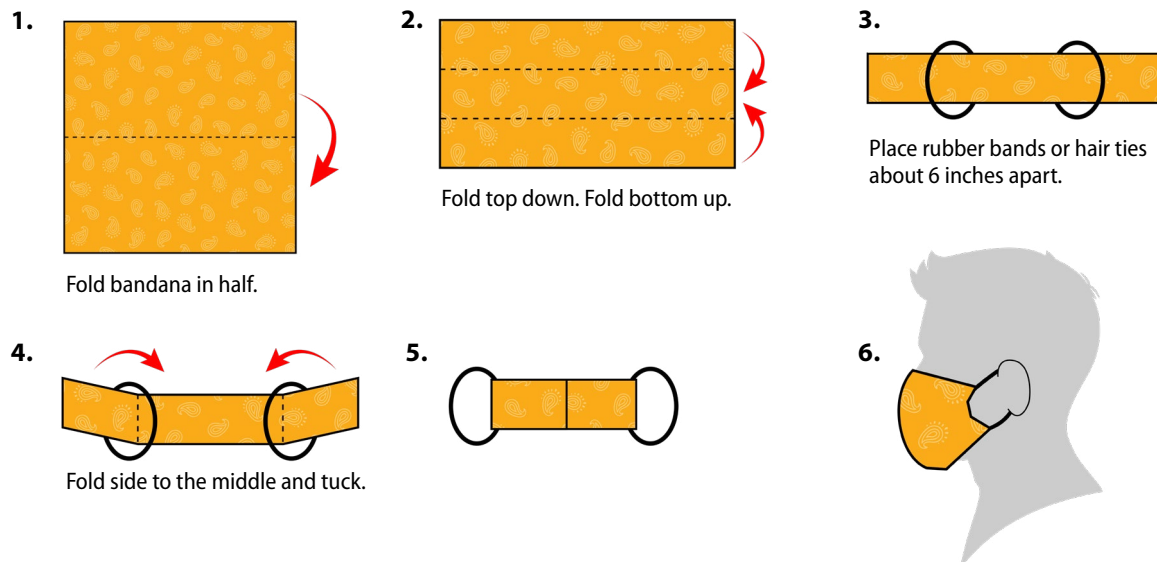# Bandana Cloth Face Covering (no sew method)

Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

Tutorial

1.

Fold bandana in half.

2.

Fold top down. Fold bottom up.

3.

Place rubber bands or hair ties about 6 inches apart.

4.

Fold side to the middle and tuck.

5.

6.

Prepare your Small Business and Employees for the Effects of COVID-19

During an infectious disease outbreak, such as the current outbreak of COVID-19, small business owners must prepare for disruption in their business as well as prepare to protect their employees' health and safety in the workplace.

These steps are recommended to protect employees and prepare your business for disruption:

Coronavirus disease 2019 (COVID-) is a respiratory illness that can spread from person to person. It spreads between people who are in close contact with one another (within about 6 feet) and through respiratory droplets produced when an infected person coughs or sneezes. **Symptoms** (https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html) can include fever, cough, or difficulty breathing, which may appear 2-14 days after exposure.

Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.

Examine policies for leave, telework, and employee compensation.

- Leave policies should be flexible and non-punitive, and allow sick employees to stay home and away from co-workers. Leave policies should also account for employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members.

- When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet or 2 meters) between employees and others, especially if social distancing is recommended by state and local health authorities.

Review your leave policies with all employees and provide information about available employee assistance services. Share information on steps they can take to protect themselves at work and at home, and any available.

Identify essential employees and business functions, and other critical inputs such as raw materials, suppliers, subcontractor services/products, and logistics required to maintain business operations. Explore ways you can continue business operations if there are disruptions.

Prepare business continuity plans for significant absenteeism, supply chain disruptions, or changes in the way you need to conduct business.

Establish an emergency communications plan. Identify key contacts (with back-ups), chain of communications (including suppliers and customers), and processes for tracking and communicating about business and employee status.

Share your response plans with employees and clearly communicate expectations. It is important to let employees know plans and expectations if COVID-19 occurs in communities where you have a workplace.
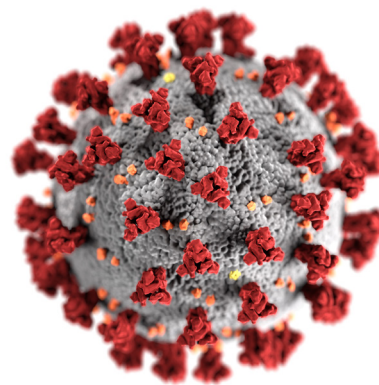
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Top 10 Tips to Protect Employees' Health

Healthy employees are crucial to your business. Here are 10 ways to help them stay healthy.

- **Actively encourage sick employees to stay home.** Develop policies that encourage sick employees to stay at home without fear of reprisals, and ensure employees are aware of these policies.

- **Develop other flexible policies for scheduling and telework (if feasible) and create leave policies** to allow employees to stay home to care for sick family members or care for children if schools and childcare close.

  TELEWORK AGREEMENT
  for *EMPLOYEES*

- **Promote etiquette for coughing and sneezing** (https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html) and **handwashing** (https://www.cdc.gov/handwashing/index.html). Provide tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol.

- **Perform routine environmental cleaning.** Routinely clean and disinfect all frequently touched surfaces, such as workstations, countertops, handrails, and doorknobs. Discourage sharing of tools and equipment, if feasible.

- **Provide education and training materials** in an easy to understand format and in the appropriate language and literacy level for all employees, like **fact sheets and posters** (https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html).

- **Have conversations with employees about their concerns.** Some employees may be at higher risk for severe illness, such as **older adults** (https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/older-adults.html) and those with chronic medical conditions.

- **Talk with companies that provide your business with contract or temporary employees about their plans.** Discuss the importance of sick employees staying home and encourage them to develop non-punitive "emergency sick leave" policies.

  EMERGENCY PLAN
  for *CONTRACT COMPANIES*

- **Plan to implement practices to minimize face-to-face contact between employees if social distancing is recommended by your state or local health department.** Actively encourage flexible work arrangements such as teleworking or staggered shifts.

- **Consider the need for travel and explore alternatives.** Check CDC's **Travelers' Health** (https://wwwnc.cdc.gov/travel) for the latest guidance and recommendations. Consider using teleconferencing and video conferencing for meetings, when possible.

- **If an employee becomes sick while at work,** they should be separated from other employees, customers, and visitors and sent home immediately. Follow CDC guidelines for **cleaning and disinfecting** (https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)areas the sick employee visited.

For more tips and information see the **CDC Interim Guidance for Businesses and Employers** (https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html) and the **OSHA Guidance for Preparing Workplaces for COVID-19** (https://www.osha.gov/Publications/OSHA3990.pdf).

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GUIDANCE ON HOMEMADE MASKS DURING COVID-19

The Department of Health has received inquiries requesting additional guidance and clarification regarding making and wearing masks in public spaces during the (COVID-19) outbreak. The Department is issuing the below guidance in response.

Use of Personal Protective Equipment

Personal Protective Equipment (PPE) is a type of specialized clothing, barrier product, or breathing device used to protect workers from serious injuries or illnesses while doing their jobs. These include gloves (vinyl, latex or nitrile); gowns; shoe and head covers; mask or respirators (N95 respirator); and other face and eye protection (goggles or a face shield). Health care providers need to use PPE. Healthcare facilities and providers that need additional PPE should refer to this guide.

Use of Fabric or Cloth Masks

Homemade masks made out of fabric and cloth are not considered PPE. However, homemade masks can be an effective complement to handwashing, social-distancing and other mitigation measures.

Homemade masks limit the spread of infectious droplets in the air by containing coughs and sneezes. When a homemade mask can't be acquired a scarf or bandana can be utilized. By implementing community use of these homemade fabric or cloth masks, everyone will have a higher degree of protection from this virus.

My Mask Protects You, Your Mask Protects Me

Those who are staying home and have no close contacts who are infected with COIVID-19 don't need a mask most of the time. However, wearing a nonmedical or homemade mask may be helpful in certain situations or for certain populations*.

- Shopping at essential businesses, like grocery stores or pharmacies;
- While visiting your health care provider;
- Traveling on public transportation;
- Interacting with customers/clients at essential businesses;
- When feeling sick, coughing, or sneezing;

Because homemade masks protect everyone else from the droplets created by the wearer, it is important that as many people as possible wear these masks when leaving their homes. This helps prevent those who may be infectious but are only mildly symptomatic or not symptomatic from spreading the virus to others in the community. Everyone should remember the phrase "my mask protects you, your mask protects me." By increasing the overall number of people who are

containing their coughs, sneezes, and other droplets, it will help us control the overall spread of the virus.

Help Support Health Care Workers

Do not purchase masks designed for health care professionals. N95 and surgical masks are designed to protect those who are working in high risk situations with a likelihood of exposure. Instead, make your own mask or purchase one from an online small business.

Businesses should consider purchasing homemade or cloth masks for their employees as part of their uniform or in recognition of good public health practices. Businesses should also consider non-punitive policies that encourage employees to wear masks while at work.

Best Practices for Homemade Masks:

The best practices for making and wearing fabric or cloth masks include:
- Consider buying materials online to avoid exposure in public places;
- Purchase masks made by small businesses, saving medical masks for health care workers;
- Before putting on a mask, clean hands with alcohol-based hand rub or soap and water;
- The mask should fit snugly around the mouth and nose;
- If the mask has a metal wire it should be fitted snuggly to the bridge of the nose.
- Avoid touching the mask while using it, if you do wash your hands with soap and water or alcohol-based hand rub;
- Made out of two layers of tightly woven 100% cotton fabric;
- Be discarded or washed after every use;
- Should not be worn damp or when wet from spit or mucus;
- To remove the mask: remove it from behind, do not touch the front of mask;
- The wearer should immediately wash their hands with soap and water for 20 seconds after removing the mask.

How to Maximize Prevention Efforts:

Wearing a mask alone is not effective in reducing transmission of COVID-19. The below recommendations should be followed by everyone to help slow the spread of and minimize exposure to COVID-19.
- Practice social distancing, meaning staying at least 6 feet apart from others when in public or outdoors;
- Wash your hands for at least 20 seconds with soap and water, or using hand sanitizer when soap and water is not immediately available;
- Cover coughs and sneezes with your elbow;

- Avoid touching your face;
- Regularly clean and disinfect surfaces;
- Stay home and limit public outings to only essential, life-sustaining activities.

Populations at Highest Risk:

Defined by CDC as:
- Persons 65 or older
- Persons living in a nursing home facility
- Chronic lung disease or moderate to severe asthma
- Serious heart conditions
- Conditions that can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.
- Severe obesity (body mass index [BMI] of 40 or higher)
- Diabetes
- Chronic kidney disease and who are undergoing dialysis
- Liver disease

How to Make a Homemade Mask out of Fabric or Cloth:

Below are instructions on how to make a mask at home.
Materials needed:
- Fabric (100% cotton is most effective)
- Fabric Ties
- Scissors
- Sewing machine or a needle and thread

Instructions:
- Measure and cut two pieces of fabric in a rectangle pattern to fit snugly around the face (size 12 inches by 6 inches is standard for adults)
- Tightly sew both layers together on all edges
- Cut fabric ties to fit around the ears
- Sew the ties to the insides of the mask on the smaller edge, repeat on both sides
- Resew the sides to ensure a tight seal between both pieces of fabric and the earpiece

Tutorials/Resources:
- https://www.nytimes.com/article/how-to-make-face-mask-coronavirus.html

Steps to help prevent the spread of COVID-19 if you are sick

FOLLOW THE STEPS BELOW: 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.

- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.

- **Avoid public transportation:** Avoid using public transportation, ride-sharing, or taxis.

Separate yourself from other people in your home, this is known as home isolation

- **Stay away from others:** As much as possible, stay away from others. You should stay in a specific "sick room" if possible, and away from other people in your home. Use a separate bathroom, if available.
  - See COVID-19 and Animals is you have questions about pets. https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals

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, and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.

If you are sick wear a facemask in the following situations, if available.

- **If you are sick:** You should wear a facemask, if available, when you are around other people (including before you enter a healthcare provider's office).

- **If you are caring for others:** If the person who is sick is not able to wear a facemask (for example, because it causes trouble breathing), then as their caregiver, you should wear a facemask when in the same room with them. Visitors, other than caregivers, are not recommended.

Note: During a public health emergency, facemasks may be reserved for healthcare workers. You may need to improvise a facemask using a scarf or bandana.

Cover your coughs and sneezes

- **Cover:** Cover your mouth and nose with a tissue when you cough or sneeze.

- **Dispose:** Throw used tissues in a lined trash can.

- **Wash hands:** 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 hands:** 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.

- **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:** Soap and water are the best option, especially if hands are visibly dirty.

- **Avoid touching:** Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid sharing personal household items

- **Do not share:** Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.

- **Wash thoroughly after use:** After using these items, wash them thoroughly with soap and water or put in the dishwasher.

cdc.gov/coronavirus

Clean all "high-touch" surfaces everyday

Clean high-touch surfaces in your isolation area ("sick room" and bathroom) every day; let a caregiver clean and disinfect high-touch surfaces in other areas of the home.

- **Clean and disinfect:** Routinely clean 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.**
- **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. A full list of disinfectants can be found hereexternal icon.

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.
- **If you are having trouble breathing, seek medical attention, but call first.**
  - Call your doctor or emergency room before going in and tell them your symptoms. They will tell you what to do.
- **Wear a facemask:** If available, put on a facemask before you enter the building. If you can't put on a facemask, cover your coughs and sneezes. Try to stay at least 6 feet away from other people. This will help protect the people in the office or waiting room.
- **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 inability to arouse
- Bluish lips or face

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

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.

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 medicine that reduces fevers) AND
    - other symptoms have improved (for example, when your cough or shortness of breath have 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 medicine that reduces fevers) AND
    - other symptoms have improved (for example, when your cough or shortness of breath have 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.

More information is available https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html.

Additional information for healthcare providers: Interim Healthcare Infection Prevention and Control Recommendations for Persons Under Investigation for 2019 Novel Coronavirus.

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.

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