



# **RETURN-TO-CAMPUS AND COVID-19 TRAINING PLAN**

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## 1. LOOKING AHEAD

Thank you for your individual and collective efforts in support of the mission of City College of San Francisco in these challenging circumstances. We are proud of the tremendous resilience you have demonstrated as we rapidly and successfully transitioned to a dramatically different way of teaching and operating.

Our top priority, at all times, is to provide a safe and healthy work environment for faculty, administrators, staff, and students. These guidelines are intended to inform your actions as we begin the process of returning to campus.

We are planning a gradual, phased return to on-campus work, informed by public health requirements and guidance. We are working closely with local and state authorities to ensure alignment with their requirements.

Initially we intend to have as small a faculty and staff presence on campus while remaining fully functional to support remote education and student services.

As you know, this is a rapidly changing situation; the guidance provided here is based on current conditions. Our directives will likely change considerably during the coming months as we move into the fall semester and learn more about the virus. Guidance is evolving and we will provide frequent updates as the situation warrants.

Each of us has an important role to play in keeping the CCSF community safe and healthy. Adherence to these guidelines is vitally important. Please check the college's COVID-19 Information website regularly for updates.

We appreciate your understanding and cooperation as we begin the gradual transition back to campus. Thank you again for your dedication to City College of San Francisco. Our continued best wishes to you and your loved ones during this unprecedented time.



## 2. A SAFE WORKPLACE

### GETTING TO CAMPUS

Faculty and staff rely on a variety of modes of transportation to commute to our urban campuses. Remember to follow the City of San Francisco recommendations, including wearing face coverings and maintaining physical distancing, when traveling through public spaces. If you use public transit, review changes to service and passenger protocols as reduced public transit schedules and changes to service may require flexibility in work schedules and staggered arrival and departure times. If your commute will be affected, please speak with your supervisor.

### ACCESS TO WORK AREAS

Limiting the density of our on-campus population reduces the chances of incidental contact that spreads illness. To further reduce the chances of exposure, we are developing protocols to limit public access to campus buildings. We strongly encourage departments to continue to engage with visitors remotely whenever possible. Please ensure you have your CCSF identification card with you at all times to help us prevent unauthorized access to our buildings that we all are working so hard to keep healthy and safe.

### AVOIDING CONGESTION: STAFFING OPTIONS

Supervisors should continue to encourage their staff to work remotely if that has proven productive and effective. Flexible individual and team schedules, such as staggered work arrival and departure times, should be implemented as we return to campus. If you require some flexibility, speak with your supervisor to develop a plan that achieves work goals and meets your needs.

### PHYSICAL DISTANCING IN SHARED SPACES

The Facilities Department will provide guidance to the campuses and departments regarding changes to workspaces and shared facilities, such as restrooms and elevators, to comply with physical distancing protocols. We are in the process of working with Department heads and select staff for all academic and administrative buildings to help identify their particular needs as we continue the process of in partitioning spaces, adding interior building signage and other visual cues so that proper physical distancing can be observed. This will require a coordinated approach across the college that will involve adjustments not just to our physical plant but also to staffing levels, individual behavior, etc. Please note that physical distancing could also apply to working in shifts where individual groups do not come in physical contact with each other (i.e. no mingling of people between groups) and having students sit in assigned seats in class in order to provide a greater level of protection. With the group effort and good sense that characterizes our campus community, we can accomplish anything.



## 2. A SAFE WORKPLACE

### CONDUCTING MEETINGS

As we resume our on-campus work, please continue to use remote-meeting technology tools whenever possible. If it is necessary to conduct a meeting in person, the number of attendees should be limited so that those present can sit a minimum of six feet apart with all participants wearing facial coverings. Others can join the meeting remotely, if necessary.

Because physical distancing and careful cleaning will remain key to stemming the spread of the virus, anything we can do will need to entail fewer and less: fewer people in conference and classrooms and any other spaces where people meet, and less use of these spaces so that the custodial teams can focus on high-traffic areas. We encourage all gathering and meetings to remain largely online for the foreseeable future.

### MEALS IN THE WORKSPACE

For your own protection and to limit occasions of incidental contact, we suggest you bring meals from home during this uncertain time. Remember that communal food sharing has the potential to spread illness. And, as you do at home, practice good hygiene by washing your hands before eating and cleaning and sanitizing your food preparation surfaces and high-touch areas. We recommend using the hand-sanitizer stations provided throughout campus buildings or carrying a small bottle of hand-sanitizer with you, if you have access to one. Please note that the Smith Hall Dining Room will be closed and there will be no vending machine services provided during this time.

These measures incorporate guidance from local and national health authorities, including the San Francisco Department of Public Health, the Centers for Disease Control and Prevention (CDC), and other agencies such as the Occupational Safety and Health Administration (OSHA) and the U.S. Equal Employment Opportunity Commission (EEOC).



## 3. MODIFYING SAFE OFFICE SPACES

Supervising Administrators and Department Monitors, with the assistance of the Return-to-Campus (R2C) facilities team, must approve any physical reconfiguration of employees' workspaces, moving of furniture and large equipment, technology resources which require installation support from the IT Department.

### Enhanced Disinfection and Cleaning

While the virus is not thought to transmit effectively by a person's contact with surfaces, current evidence suggests that COVID-19 may remain viable for hours to days on surfaces made from a variety of materials. Routine cleaning and disinfecting of frequently touched surfaces are a best practice measure for the removal of potential pathogens causing COVID-19 and other viral respiratory illnesses in our working and living spaces. How is CCSF cleaning and disinfecting buildings across campus?

- In addition to routine custodial cleaning, the college has implemented an enhanced cleaning frequency to clean and disinfect common areas and commonly touched surfaces in occupied buildings. Touchpoints such as entrance handles, handrails, elevator buttons, tables, restroom stall handles/doors are being cleaned at least once daily, five days a week, using EPA-registered disinfectants. Some areas of the campus, specific to the operation, clean to the standard of their department or unit's operational needs.
- Our Facilities team works hard to routinely clean and disinfect all CCSF campuses in accordance with CDC guidelines. But we all need to do our part and wipe down personal work surfaces and commonly touched areas in our classrooms and offices to stop the spread of illness and protect ourselves and others. Regular cleaning with soap and water decreases the amount of the virus that causes COVID-19 on surfaces and objects, which reduces the risk of exposure. You are encouraged to wipe down your workspace at the start and end of every work shift. Frequent cleaning of surfaces and objects touched by multiple people (e.g., tables, doorknobs, light switches, countertops, handles, touch screens, printer/copiers, and coffee makers) is important. Risk of virus exposure occurs outside of the workspace as well. When at home or away from campus, we encourage you to continue practices such as thorough cleaning, hand washing, and physical distancing that will limit the chance of exposure.
- Library and Technology materials will be sanitized and isolated for 72 hours after use and before being returned to circulation. Access to Library stacks will be limited; staff will retrieve items for users.
- All teaching equipment checked out for individual use will be cleaned between users using appropriate sanitizing protocols.



### 3. MODIFYING SAFE OFFICE SPACES

- The R2C facilities team will post signs and other communications to promote good hygiene, including frequent hand washing, and remind employees and students of expectations.
- Individual classrooms and offices will have access to disposable gloves to clean and disinfect your workspaces.
- Shared food and beverages in meetings and public spaces will not be allowed.



## 4. PHYSICAL DISTANCING

Physical distancing is recommended by health authorities as the most effective single method of avoiding the spread and contraction of COVID-19. The primary objective of the procedures and guidelines for re-opening CCSF facilities for employees and students is to ensure proper physical distancing in classrooms and offices.

In accordance with CDC guidelines, employees and students are expected to stay away from CCSF facilities when experiencing COVID-19 symptoms, have tested positive, or have been in close contact with someone who has symptoms while waiting for personal physician appointment or in process of being tested by personal physician.

Current physical distancing protocols will limit the number of people at a CCSF facility at any given time. Most courses, instructional support, and student services will be delivered online or through a hybrid of in-person and remote instruction. Where appropriate, employees may continue to work from home. Instruction, student services, and employee work occurring at CCSF facilities must provide at least six-foot physical distancing whenever possible when people are occupying the same space and the workspaces approved for use in the Fall are being refitted for these new distancing requirements.

### **EXPECTATIONS FOR PHYSICAL DISTANCING AT ALL CCSF LOCATIONS:**

- Six-foot distancing for whenever possible within employee workspaces, lobbies, hallways and other common areas, seating areas and walk spaces in classrooms
- Mandatory use of face coverings when pedagogical needs require students and instructors to be indoors or closer than six feet from each other with limitations on the duration of activities and the number of participants involved.
- Modified work shifts pursuant to reduce the number of employees in offices and common areas if necessary
- Use of audio and/or video conferencing tools for meetings where appropriate.
- Conduct professional development virtually whenever possible.
- Explore opportunities for staff who cannot be on campus due to their own high-risk conditions or those of their family members to complete work utilizing alternate spaces (e.g., telecommute).
- Avoid employee mixing outside of the office
- Adjust work schedules to stagger arrival and/or departure times.
- Breakrooms should be managed to reduce communal use. If safe distances cannot be maintained, consider finding alternative areas to take breaks.
- Keep in mind physical distancing also applies in other areas such as vehicles, carts, and non- traditional work settings.



## 4. PHYSICAL DISTANCING

### NEW FOOT TRAFFIC FLOWS:

- Lobbies will have designated entrance-only and exit-only doorways.
- Stairwells will be designated for up- and down-only traffic in buildings with multiple stairwells (except for evacuation during emergencies).
- Use of spacing markers and circulation-flow markers on floors in high-traffic and common use areas.
- Occupancy limits for buildings, meeting rooms, and other common use areas will be lowered.

### NEW CLASSROOM AND OFFICE RETROFITTING EFFORTS:

As a part of the Return-to-Campus project, workspaces will be adjusted in the following ways:

- Desks, laboratory and computer stations, counters and common seating spaces will be marked in order to indicate proper distancing between users.
- Where there is interaction with the public, sneeze guards will be installed to separate multiple users in an area when a minimum distance cannot be maintained. These situations will be discussed with users when their spaces are being assessed as well as when designs are reviewed prior to the commencement of the refitting efforts.
- Desks will be turned to face in the same direction where possible (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Visual aids (e.g., painter 's tape, stickers, etc.) will be used to mark traffic flow and appropriate spacing to support physical distancing.
- In reception areas, limit the number of seats or ask people to wait outside until called.

### TO ENCOURAGE AND REINFORCE SOCIAL NORMS AND HEALTH ETIQUETTE:

- The college will provide appropriate cleaning supplies in each workspace for cleaning of high-touch surfaces.
- Ensure that everyone in your classrooms and offices wear masks at all times except when sitting alone in single-occupant offices and eating.
- Reinforce proper hand-washing routines.
- Consider ways to reinforce good hand hygiene. For example, provide incentives (e.g., department/team recognition or special responsibilities) for proper and thorough hand washing.
- Cover coughs and sneezes.



## 4. PHYSICAL DISTANCING

- Stay home when you are sick.
- Immediately report feeling ill, coming into contact with someone who has been exposed to Covid-19 or traveling to your supervisor.

### **COMMUNITY SUPPLIES:**

- If shared supplies are necessary, designate bins for clean and used supplies. Community supplies are considered high-touch and should be cleaned frequently.
- Do not share writing utensils and office supplies with students or co-workers (when possible).
- Frequently clean office materials or equipment.
- Place hand hygiene supplies in close proximity to shared equipment (e.g., printer/copier).
- Encourage non-essential campus planning and activities to be conducted using virtual methods.

**RESTROOMS** will also be retrofitted to allow the use of alternate sinks, stalls and urinals. Posters illustrating proper handwashing techniques will be posted.



## 5. SCREENINGS

Student Health Services is providing limited in-person services by appointment only – no walk ins are accepted. Student Health is also providing remote services via the Student Health Virtual Counter. Please note that Student Health is not set up to provide COVID testing or treatment.

In accordance with CDC guidelines, employees and students are directed to stay away from CCSF facilities when:

- Experiencing COVID-19 symptoms,
- They have tested positive for COVID-19,
- They have been in close contact with someone who has COVID-19 symptoms.

New safety procedures are being implemented in order to further protect occupants of the buildings. Prior to entering any building, all employees, students, contractors, and visitors to CCSF facilities must attest daily, via a CCSF Symptom Check Tracking form, that they:

- Are not currently experiencing symptoms associated with COVID-19 as defined by CDC, including fever, coughing, shortness of breath, chills, muscle pain, sore throat, or loss of taste or smell.
- Have not come into close contact (six feet or less for an extended period of time) with a person experiencing COVID-19 symptoms or who has tested positive within the past 14 days.
- Have not traveled to a country or region on the CDC's Level 3 Travel Health Notice within the past 14 days.

Additionally, all employees and students must have their names appear on a roster of people cleared to be in a particular building on a particular day. Please note that advance planning will be required on your part to arrange building access at least 48 hours in advance and extra time will be required to complete the check-in procedures. We thank you in advance for your patience as these measures have been enacted to protect your safety and the community at large.

### RETURN TO CAMPUS FOR SICK INDIVIDUALS

- In order to reduce the burden on the healthcare system, a doctor's note is not required to return to campus. The San Francisco Department of Public Health (SFDPH) and the CDC recommend that people who have self isolated for at least 10 days after the onset of symptoms, may be released from isolation if they have no symptoms and no fever for 24 hours, without the use of medicine, and may return to campus provided that you wear a mask and follow all the safety rules of the college. As things frequently change with this virus, please refer to the SFDPH guidelines for returning to work after a COVID-19 diagnosis or symptoms: <https://www.sfcddcp.org/wp-content/uploads/2020/03/COVID19-Return-to-Work-Leaving-Isolation-FINAL-06.08.2020.pdf>



## 6. FACE COVERINGS

Face coverings are an effective tool for limiting the spread of COVID-19. The CDC advises everyone to wear a cloth face covering over their nose and mouth whenever in public spaces. All CCSF employees, students, contractors, and visitors are required to wear a face covering while on any CCSF campus. Everyone must wear a face covering when participating in instructional activities, student services, or work when within six (6) feet of physical distance between participants cannot be maintained.

This requirement will promote the health of our community while allowing students and employees to resume instruction, student services, and work activities without disruption and will reduce the risk of infection.

Individuals unable to wear a face covering due to a medical condition must contact Human Resources (for employees) or Disabled Students Programs & Services (for students).



## 7. TESTING

Employees must report if they have a positive COVID-19 test, when experiencing COVID-19 related symptoms, or close contact with someone who is experiencing COVID-19 symptoms or has tested positive within 14 days of contact to their immediate supervisor and CCSF Human Resources. Students must report a positive COVID-19 test to their instructors.

The CDC defines “close contact” as “an individual who has had close contact (< 6 feet) for a prolonged period of time” with someone who tested positive or has symptoms, depending on whether the individual “was wearing a face mask (which can efficiently block respiratory secretions from contaminating others and the environment).”

All students and employees have been told not to come to campus if sick. CCSF has a ZERO TOLERANCE policy for any student or employee showing up and/or working at the college when they are showing or experiencing symptoms of COVID-19. The Building Monitor (outside a building) or designated Department Safety Monitor will not allow entry to anyone showing or experiencing symptoms of COVID-19. Each of us has a personal responsibility to keep both ourselves and those around us, safe and clear of any harmful exposures.



## 8. TRAINING

In addition to this training document and the online or in-person training course, CCSF offers access to additional online training to ensure all members of the campus community understand the risks of COVID-19, precautions against infection, and CCSF procedures and guidelines related to the pandemic.

Training videos include the following topics: Coronavirus Awareness (10 minutes); Coronavirus: Cleaning and Disinfecting your Workplace (10 minutes); Coronavirus: Transitioning to a Remote Workforce (11 minutes); Coronavirus: Preparing Your Household (9 minutes); Coronavirus: Managing Stress and Anxiety (12 minutes); Coronavirus: CDC Guidelines for Making & Using Cloth Face Coverings (9 minutes); Pandemic Flu (19 minutes).

In addition to completing the Return-to-Campus training, all COVID-19 Safety Monitors will be required to familiarize themselves with the Safety Monitor training material.

All employees and students will be required to complete the training prior to returning to campus. This training is available at [www.ccsf.edu](http://www.ccsf.edu). Please visit the COVID-19 Updates and Plan to Return to Campus section. Please note that all employees and students will be required to sign a consent form following the training that they agree to follow these rules if they are to return to campus.



## 9. FUTURE REVISIONS

CCSF re-opening procedures and guidelines may be revised as appropriate in response to government mandates, public health agency guidelines, local conditions, and new information on safe operational procedures. The latest revision will always be posted on the CCSF website and show the revision date.



## 10. ADDITIONAL RESOURCES

Additional Information from the Center for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA):

- Know the Facts About COVID-19
- How COVID-19 Spreads
- How to Protect Yourself and Others
- Worker Exposure Risk to COVID-19
- When to Wear Gloves
- STOP: Stay Home When You Are Sick!
- Prevent the Spread of COVID-19 if You Are Sick
- When You Can be Around Others After You Had or Likely Had COVID-19

# Know the Facts

## About COVID-19

### **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.

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

- Some people may have an increased risk for more serious complications from COVID-19 and should take measures to protect themselves.

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

### **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.
- 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.

### **You can help stop COVID-19 by knowing the signs and symptoms:**

- Fever, cough or other symptoms
- Most people have mild illness and are able to recover at home. If you think you may have been exposed to COVID-19, contact your healthcare provider.
- Keep track of your symptoms.
- If you have an emergency warning sign (including trouble breathing), get emergency medical care immediately.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/share-facts.html>

# How COVID-19 Spreads

COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may be able to spread the virus. We are still learning about how the virus spreads and the severity of illness it causes.

## Person-to-person spread

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

## The virus spreads easily between people

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious, like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, which means it goes from person-to-person without stopping.

### **The virus that causes COVID-19 is spreading very easily and sustainably between people.**

Information from the ongoing COVID-19 pandemic suggests that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious. In general, **the more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread.**

## The virus may be spread in other ways

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 possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about how this virus spreads.

## Spread between animals and people

- At this time, the risk of COVID-19 spreading from animals to people is considered to be low.
- It appears that the virus that causes COVID-19 can spread from people to animals in some situations. CDC is aware of a small number of pets worldwide, including cats and dogs, reported to be infected with the virus that causes COVID-19, mostly after close contact with people with COVID-19. Learn what you should do if you have pets.

## Protect yourself and others

**The best way to prevent illness is to avoid being exposed to this virus.** You can take steps to slow the spread.

- Maintain good social distance (about 6 feet). This is very important in preventing the spread of COVID-19.
- Wash your hands often with soap and water. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Routinely clean and disinfect frequently touched surfaces.
- Cover your mouth and nose with a cloth face covering when around others.

# How to Protect Yourself and Others

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

## Know how it spreads



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

## Everyone should

### Clean your hands often

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

### Avoid close contact

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- **Limit contact with others as much as possible.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
  - » Remember that some people without symptoms may be able to spread virus.
  - » This is especially important for **people who are at higher risk of getting very sick.** [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)



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

# Worker Exposure Risk to COVID-19

## Classifying Worker Exposure to SARS-CoV-2

Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may depend in part on the industry type and need for contact within 6 feet of people known to have, or suspected of having, COVID-19.

OSHA has divided job tasks into four risk exposure levels, as shown below. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels.

## Occupational Risk Pyramid for COVID-19

### VERY HIGH EXPOSURE RISK

Jobs with a high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers include:

- Healthcare and morgue workers performing aerosol-generating procedures on or collecting/handling specimens from potentially infectious patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

### HIGH EXPOSURE RISK

Jobs with a high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery, healthcare support, medical transport, and mortuary workers exposed to known or suspected COVID-19 patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

### MEDIUM EXPOSURE RISK

Jobs that require frequent/close contact with people who may be infected, but who are not known or suspected patients. Workers in this category include:

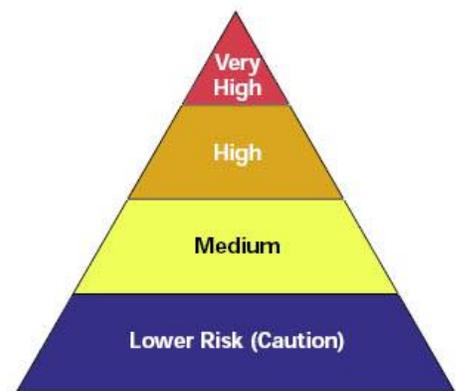
- Those who may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings), including individuals returning from locations with widespread COVID-19 transmission.

### LOWER EXPOSURE RISK (CAUTION)

Jobs that do not require contact with people known to be, or suspected of being, infected.

- Workers in this category have minimal occupational contact with the public and other coworkers.

For more information, see the [Guidance on Preparing Workplaces for COVID-19](#).



*The four exposure risk levels represent probable distribution of risk.*

# When To Wear Gloves

## When Gloves Are and Aren't Needed

For the general public, wearing gloves is not necessary in most situations, like running errands. CDC recommends wearing gloves when you are cleaning or caring for someone who is sick.

Practice everyday preventive actions like keeping social distance (at least 6 feet) from others, washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol), and wearing a cloth face covering when you have to go out in public.

### When to use gloves

Use gloves when cleaning and disinfecting or providing care to someone who is sick

#### When cleaning

When you are routinely cleaning and disinfecting your home.

- Follow precautions listed on the disinfectant product label, which may include
  - wearing gloves (reusable or disposable) and
  - having good ventilation by turning on a fan or opening a window to get fresh air into the room you're cleaning.
- Wash your hands after you have removed the gloves.

#### When caring for someone who is sick

If you are providing care to someone who is sick at home or in another non-healthcare setting

- Use disposable gloves when cleaning and disinfecting the area around the person who is sick or other surfaces that may be frequently touched in the home.
- Use disposable gloves when touching or having contact with blood, stool, or body fluids, such as saliva, mucus, vomit, and urine.
- After using disposable gloves, throw them out in a lined trash can. Do not disinfect or reuse the gloves.
- Wash your hands after you have removed the gloves.

#### When gloves aren't needed

- Wearing gloves outside of these instances (for example, when using a shopping cart or using an ATM) will not necessarily protect you from getting COVID-19 and may still lead to the spread of germs.
- The best way to protect yourself from germs when running errands and after going out is to regularly wash your hands with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol.



### Protect yourself in other ways

Protect yourself by keeping social distance (at least 6 feet) from others. COVID-19 is a respiratory virus and is mainly spread through droplets created when a person who is infected coughs, sneezes, or talks.

You can protect yourself by

- keeping social distance (at least 6 feet) from others
- washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol) at key times
- practicing everyday preventive actions



# 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.

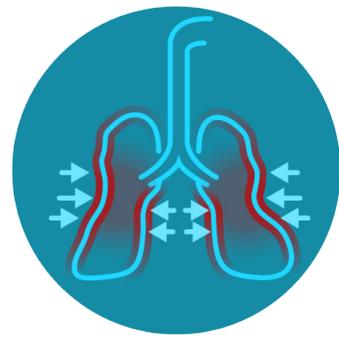
**DO NOT ENTER if you have:**



**FEVER**



**COUGH**



**SHORTNESS OF  
BREATH**



[cdc.gov/CORONAVIRUS](https://cdc.gov/CORONAVIRUS)

# 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 care for yourself and 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. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **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,** 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>
- Additional guidance is available for those **living in close quarters.** (<https://www.cdc.gov/coronavirus/2019-hj-ncov/daily-life-coping/living-in-close-quarters.html>) and **shared housing** (<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/shared-housing/index.html>).



## Monitor your symptoms.

- **Symptoms of COVID-19 include fever, cough, and shortness of breath but other symptoms may be present as well.**
- **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.



## When to Seek Emergency Medical Attention

Look for **emergency warning signs\*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately:**

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

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

## Call 911 or call ahead to your local emergency facility:

Notify the operator that you are seeking care for someone who has or may have COVID-19.

## 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.



## 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.
- Cloth face coverings should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the covering without help.



**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)

# When You Can be Around Others After You Had or Likely Had COVID-19

## **I think or know I had COVID-19, and I had symptoms**

You can be with others after

- At least 10 days since symptoms first appeared and
- At least 24 hours with no fever without fever-reducing medication and
- Symptoms have improved

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you are tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

## **I tested positive for COVID-19 but had no symptoms**

If you continue to have no symptoms, you can be with others after:

- 10 days have passed since test

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.

If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID, and I had symptoms."

## **I have a weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?**

People with conditions that weaken their immune system might need to stay home longer than 10 days. Talk to your healthcare provider for more information. If testing is available in your community, it may be recommended by your healthcare provider. You can be with others after you receive two negative test results in a row, at least 24 hours apart.

If testing is not available in your area, your doctor should work with an infectious disease expert at your local health department to determine if you are likely to spread COVID-19 to others and need to stay home longer.

## **For Anyone Who Has Been Around a Person with COVID-19**

It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop illness.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>. Page last reviewed: July 16, 2020