

# COVID-19: HEALTH & SAFETY PLAN

**DEDICATED  
EMAIL**

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## A Message from our CEO

During these difficult and trying times, I feel compelled to share my thoughts along with some steps we've taken to address the COVID-19 crisis. First and foremost, you have my commitment that my complete focus will be on navigating the challenges posed by this virus. Through working together, we will succeed. Allan Myers' objectives during the outbreak of COVID-19 are to:

- Keep employees and their families safe by reducing transmission.
- Protect people who are at higher risk for adverse health complications.
- Continue to serve clients and owners at professional standards.
- Continue to win new work to build our backlog and secure our future.

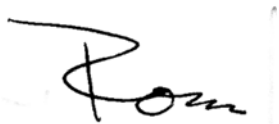
Of paramount importance is the health and well-being of our employees and our families. We have established a COVID-19 executive task force which meets daily to navigate this ever-changing landscape. Our primary focus is to ensure we have the proper policies in place that will allow our employees to work in a healthy and safe environment. Home Safe Tonight has never been more of an asset. Home Safe Tonight isn't a slogan - it's a core value. We have in our DNA the commitment and drive to look out for ourselves and each other. The health and safety challenges presented by COVID-19 are new and different, but I know we will meet these challenges with a commitment to innovation and quickly adopting the new safety and health standards in this plan.

Based on the guidelines and recommendations of the Center for Disease Control (CDC), our COVID-19 Task Force and the Safe Operations Leadership Team put together our "**Five Pillars to Prevent the Spread of COVID-19**":

1. **Stay home** if you are sick.
2. **Wash your hands frequently** (minimum of 4X/shift)
3. **6' Social distancing.** Always maintain at least 6-feet of distance. Hold virtual meetings whenever feasible and if not feasible, allow no more than 10 people present. Wear a face cover as recommended by the CDC to slow the spread of the virus. Work remotely whenever possible.
4. **Sanitize frequently touched surfaces** at home, at work, and in your vehicle or equipment – including light switches, doorknobs, keyboards, cell phones, remotes, steering wheel, gear shift, door handles, etc.
5. **One person per cab.** Minimize or eliminate people traveling together in trucks/vehicles. Wipe down and sanitize cabs prior to and at the end-of-shift.

As this global pandemic progresses, we will provide updates and introduce new recommended practices as they become available. For the latest information, visit our COVID-19 information page, which is on the front landing page of the *UpTo* App. This page will continue to be updated regularly.

Sincerely,



Ross Myers

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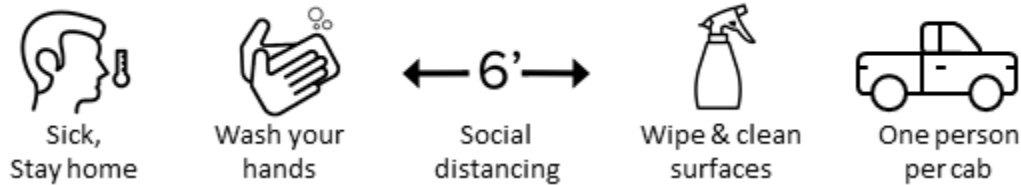
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## A. FIVE PILLARS TO PREVENT THE SPREAD OF COVID-19

At Allan Myers, the safety and health of our employees has always been our priority, and our commitment to each other matters now more than ever. The clear advice from the Center for Disease Control (CDC) continues to include social distancing as well as good hygiene practices as the best ways to reduce the spread of the virus. The recommendations and guidelines in this Health & Safety Plan were developed to define safe work procedures to reduce the spread of the virus. This policy applies to all employees, subcontractors, and suppliers at Allan Myers managed projects or properties.

The **Five Pillars to Prevent the Spread of COVID-19** align with the CDC recommendations to the greatest extent possible and provide specific guidance as it relates to our work at Allan Myers.

### FIVE PILLARS TO PREVENT THE SPREAD OF COVID-19



Following these guidelines will help ensure the safety and well-being of our employees and their families. These guidelines will be updated to reflect new recommended practices as they become available, and this document will be updated accordingly. Additionally, employees are encouraged to use their voice and stop work if they are unsure of their situation or have questions about the procedures outlined within this program.

#### 1. Sick, Stay Home

- To decrease the likelihood of spreading the virus, each crew must conduct daily pre-shift checklist.
- If anyone in your work location is sick or experiencing flu-like symptoms, **they must stay home**.
- Ask each crew member if they or anyone in their home is experiencing flu-like symptoms. If so, with care and concern, send home immediately and notify HR, Superintendent, and HSE. HR will be in contact with the employee that is sent home to assist and answer any questions.
- All employees with symptoms must seek medical treatment and contact HR. Employees must obtain clearance from their doctor before returning to work.
- If an employee has had close contact with someone who tested positive for COVID-19, notify your supervisor and HR for further guidance and support. We have established protocols for various scenarios to ensure the health and safety of all employees.

#### 2. Wash Your Hands (4 Times per Shift, Minimum)

- Wash your hands with soap and water for a minimum of 20 seconds, hand sanitizer with at least 60% alcohol, or disinfectant wipes – no less than 4 times throughout the day, especially before eating, drinking, after using the restroom, or after touching surfaces, tools etc.:
  - Pre-shift, before break, before lunch, end-of-shift
- Avoid touching your eyes, nose, and mouth.
- Soap and water shall be provided along with hand sanitizer and/or disinfectant wipes.
- Hand washing stations shall be provided and available for employees (supplied with soap, water & paper towels)
  - Non-potable water tanks must be labeled. Water quality shall be checked daily. If necessary, chlorine tabs should be added.

- Portable Toilets
  - Increase the frequency of cleaning (minimum 3 times per week)
  - Increase number of portable toilets onsite to at least one unit per crew (at a minimum). Additional units may be necessary based on need.
  - Ensure hand sanitizer and/or hand wash station is available in or within close-proximity.
  - Each portable toilet shall have a Myers lock on it to prevent third-party use.
  - Field Managers will conduct pre-shift inspections. If not cleaned, the facility will be tagged out until cleaned.
  - Subcontractors are required to have portable toilets for their employees.
  - Where necessary, provide separate portable toilets for visitors and label for their use.

### 3. Social Distancing – 6 Feet of Space ← 6' →

Social distancing is an effective way to prevent potential infection that relies simply on distance to prevent infection.

- Avoid Physical Contact – do not shake hands.
  - Always Maintain at least 6-feet of distance between people. If 6 feet of space cannot be maintained, PPE must be implemented for protection including the mandatory use of a face-shield.
  - Crews shall adhere to social distancing guidelines during huddles and dynamic stretching:
    - Adjust huddles to give your crew enough room to maintain 6 feet of space between people.
    - You may need to have multiple huddles with less members of your crew, so everyone can hear the plan and maintain a safe space.
    - If possible, hold the huddle outside in a safe area with reduced background noise.
    - Use technology to have crew members listen in and communicate during the huddle from a distance. Ensure technology items are sufficiently charged prior to shift.
  - Pre-task planning shall include how to maintain 6 foot spacing.
  - Meetings should be virtual whenever possible using available technology. If a virtual meeting is not feasible, no more than 10 people may be present and maintaining 6' spacing.
- Wear Mandatory Face Cover
  - In line with recommendations from the CDC, Allan Myers has distributed a face cover that is now considered **mandatory PPE** on all project sites, company facilities, asphalt plants, and quarries.
  - Wearing a face cover does not replace the guidance for hand washing and social distancing of at least 6 feet. When 6' distancing cannot be maintained, face shields are required in addition to a face cover.
  - You may substitute a company-issued face cover with one supplied by you, provided it covers your nose and mouth and does not have any holes or slits.
- Avoid Sharing Items
  - Do not share PPE (earmuffs, safety glasses, gloves, face shields).
  - Only use job radios if they have been sanitized or properly cleaned and disinfected. Do not share.
  - Do not share hand tools and label for individual use when possible.
  - Discontinue shared use of pens, pencils, cups, utensils, computers, and other electronics such as iPads.
  - Supervisors will record toolbox talks. Employees will not provide a physical signature on technology items.
  - No community food items, no sharing of food, no ordering food from outside vendors, and no food delivery.
- No smoking or vaping of any kind near one another.



#### 4. **Wipe Down & Clean All Surfaces**

To minimize possible exposure to the COVID-19 virus, all high contact surfaces shall be disinfected regularly using approved sanitizing products following best practices.

- Increase the frequency of cleaning & sanitizing all common surfaces, commonly used tools, and frequently touched surfaces, etc.
  - Tool hygiene is as important as personal hygiene. Limit sharing tools to the extent feasible. After use, clean tools using the appropriate method.
- Contact cleaning services and request knobs and handles on all entry doors, faucets, toilets, coffee machines and water coolers be cleaned daily if possible.
  - Maintain and use cleaning supplies regularly in project trailers/offices, equipment, vehicles, etc.
  - Use disposable paper towels for wipe-downs, not reusable rags, and dispose of immediately after use.
  - Trash shall be safely removed/emptied daily.
- Safety glasses and gloves shall be worn by anyone cleaning common areas.
- Drivers and Equipment Operators shall wear gloves when operating and driving to minimize contact with in-cab controls.
- Any controls and high contact surfaces within the cab of machines and equipment should be wiped down using a disinfectant spray or wipes prior to and at the end-of-shift.
  - Never assume the previous operator disinfected and sanitized all high contact surfaces.
  - High contact surfaces include steering wheels, grab handles, door handles, joy sticks, switches, seatbelts, armrests, and gear selectors.
  - Glove should be worn when entering/exiting equipment to limit direct contact with high contact surfaces.
  - Where possible, limit the number of operators rotating into a specific piece of equipment.

#### 5. **One Person Per Cab**



- Minimize or eliminate people traveling in trucks/vehicles together. If this cannot be avoided, use larger vehicles to accommodate multiple passengers while maintaining 6 feet of physical space:
  - Wash hands thoroughly before entering the vehicle/equipment.
  - Provide hand sanitizer and/or disinfectant wipes inside the cab of the vehicle/equipment.
  - No eating, drinking, smoking, or vaping inside the cab of the vehicle/equipment.
  - Trash shall not be allowed to accumulate in cabs. Trash shall be removed immediately.
- Wipe down & clean all high contact surfaces as specified in #4 above.
- Where possible, limit the number of operators rotating into a specific piece of vehicle/equipment.

## B. IMPLEMENTING THE FIVE PILLARS

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Here is additional guidance for implementing the **Five Pillars to Slow the Spread of COVID-19** in your work location.

### 1. Crews

- Ask each crew member if they are experiencing any flu-like symptoms. If so, with care and concern, send home immediately and notify HR, Superintendent, and HSE.
- Adjust your beginning and end-of-shift huddles to give crew members enough room to maintain 6 feet of space between people. Discuss the plan to maintain social distancing during operations.
- Wear a face cover that is now considered **mandatory PPE** on all project sites, company facilities, plants, and quarries.
- When possible, maintain 6 feet of space between yourself and coworkers. If you are unable to maintain 6 feet of space, wear the required face shield in addition to a face cover.
- Wash your hands with soap and water, hand sanitizer or disinfectant wipes frequently throughout the day especially before eating or drinking, after using the restroom, or after touching surfaces, tools, etc.
- Avoid touching your eyes, nose, and mouth.
- Discontinue shared use of hand tools, pens, pencils, and electronics such as iPads. Supervisors will record tool box talks. You do not need to provide your signature on the iPad.
- Limit sharing of tools to the extent practical and disinfect tools regularly.

### 2. Equipment/Vehicles

- Minimize or eliminate people traveling in trucks/vehicles together. If this cannot be avoided, use larger vehicles to accommodate multiple passengers while maintaining 6 feet of physical space.
- Any controls and high contact surfaces within the cab of machines and equipment should be wiped down using a disinfectant spray or wipes prior to and at the end-of-shift.
- Wash hands thoroughly before entering a vehicle. Provide hand sanitizer and/or disinfectant wipes inside the cab.

### 3. Inspectors, Subcontractors & Third Parties

- Limit contact with inspectors, subcontractor employees, and other third parties as much as possible.
- When contact is needed, employees must follow the 6' Social Distancing requirements.
- All third parties, including subcontractors, must follow all guidance outlined within this Health & Safety Plan (HASP), CDC guidelines, and all project site requirements, including staying home if sick.

### 4. Project Site Offices

- Limit access and personnel from being in the project trailer/office unless it is necessary. Limit the number of team members and maintain the recommended 6' distance.
- Wear a face cover that is now considered **mandatory PPE** on all project sites, company facilities, plants, and quarries.
- Utilize technology for meetings. Attend meetings by phone or other technology available on your laptop or iPad.
- Do not invite visitors to our offices. To limit exposure for our employees, and to support social distancing recommendations, we should not have external people visiting or entering our offices until notified otherwise.
- Increase the frequency of cleaning. Contact cleaning services and request knobs and handles on all entry doors, faucets and toilets be cleaned daily. Frequent cleaning of all surfaces that are handled by personnel.
- Do not share items, pens, pencils, computers, phones, cups, utensils, etc.
- No community food items and sharing of food. No ordering food from outside vendors, and no food delivery.
- Sanitize and lock all field offices daily.

## 5. Fixed Office Locations

- If you can perform your job remotely, you should continue to do so until notified otherwise. If you need assistance with technology or conferencing, please contact our IT department.
- If it is necessary for members of your team to report to an office, please limit the number of team members and maintain the recommended 6' distance.
- Wear a face cover which is now considered **mandatory PPE** on all company facilities.
- Do not invite visitors to our offices. To limit exposure for our employees, and to support social distancing recommendations, we should not have external people visiting or entering our offices until notified otherwise.

## 6. Travel Advisory

- Allan Myers has cancelled all domestic and international business air travel, as well as meetings or gatherings of more than 10 people.
- Employees are not to engage in any international or domestic travel that includes airports and hotels. Anyone who travels must notify HR before returning to work and may be required to self-quarantine.
- Anyone who is required to travel for business and must stay in a hotel should speak with their manager or Regional HR for specific hotel safety guidelines.
- Allan Myers may extend or impose additional restrictions based on the rapidly evolving public health situation including requiring self-quarantine of anyone who has travelled out of the country, or travelled through airports, or hotels.

## 7. At Home

- Stay at home as much as possible.
- Don't go to unnecessary places and go to necessary places during off-peak times.
- Do not visit or have physical contact with people that reside outside of your household.
- Wash your hands with soap and water for a minimum of 20 seconds, hand sanitizer with at least 60% alcohol, or disinfectant wipes – no less than 4 times throughout the day, especially before eating/drinking, after using the restroom, or after touching surfaces.
- Maintain social distancing minimum of 6' between yourself and others outside of your household at all times. Do not shake hands, hug, or kiss.
- If you need to go out into public place, wear a face cover as recommended by the CDC.
- Sanitize frequently touched surfaces regularly including light switches, door knobs, keyboards, phones, steering wheels, gear shifts, door handles, cabinet handles, etc.

## 8. Stay Home with Symptoms

- If you have a fever, cough, or difficulty breathing, stay home, seek medical care early, stay away from others and contact HR.
- Call in advance to enable your health care provider to direct you to the right health facility which will help prevent spread of viruses and other infections.
- Should you or someone at your work location test positive for the COVID-19 virus, exhibit symptoms, or come into close contact with someone who has been exposed – our HR Team will follow established protocols including notification of people who have potentially been exposed.



## C. RESOURCES & SUPPORT

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Allan Myers is committed to supporting you and your family's health during this uncertain time. Keeping yourself and your loved ones healthy extends to taking care of your well-being and mental health. We are providing safe, virtual, no cost support through the following resources:

- SwiftMD – Physically going to a medical office, or hospital could increase your risk of exposure, or could cause you undue worry. SwiftMD gives you access to a doctor via the phone, or video without ever leaving your home. You can get medical advice, diagnosis (in some cases) and prescriptions. For more information, click on the “**Telemedicine**” tab under “**Benefits**” on the *UpTo* App.
- TalkSpace – The outbreak of COVID-19 may be stressful for you or your family members. Fear and anxiety about a disease can be overwhelming and cause strong emotions in adults and children. The unknown about how this outbreak will impact you or your loved ones can be hard to cope with. TalkSpace is a free service available to you and your family members over the age of 13. TalkSpace connects you virtually with a licensed therapist who can talk to you or your family member through a secure and confidential chat and help you cope with your stress or worry. For more information, click on the “**TalkSpace**” tab under “**Benefits**” on the *UpTo* App.
- Allan Myers Health Coaches – Coaches can provide ways to deal with stress, eat healthy, and stay active via email, phone, or video chat. Send an email to one of Allan Myers' Health Coaches: Denise Devoe (devoe@simplywell.com), Leanna Wyatt (leanna.wyatt@simplywell.com), or Berkley Kilgore (berkley.kilgore@simplywell.com). You can also contact the SimplyWell Health Center at 888-848-3723 or send a secure message through simplywell.com or the SimplyWell mobile app on Apple or Google. Coaching hours are Mon-Thurs: 8am-8:30pm ET and Fri: 8am – 7pm ET.
- Short-Term Disability – If you are diagnosed with COVID-19 and are ill for longer than 7 days, you may be eligible for Short Term Disability (STD) and should contact *Unum*. For more information, click on the “**Disability**” tab under “**Benefits**” on the *UpTo* App.
- Family Medical Leave (FMLA) – If you need to care for a family member who is diagnosed with COVID-19, you may be eligible for Family Medical Leave (FMLA) and should contact *Unum*. FMLA in this case would be un-paid but protects your job. PTO and FMLA bank time can be used along with FMLA leave if you wish. For more information, click on the “**Disability**” tab under “**Benefits**” on the *UpTo* App.

## Appendix - COVID-19 Quick Reference Guide

The following quick reference guide provides CDC guidelines for frequently asked questions. For other questions not addressed in this reference guide, visit the CDC website: [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)

### **What are the symptoms of Coronavirus (COVID-19)?**

COVID-19 symptoms include fever, cough, or shortness of breath. The CDC believes at this time that symptoms of COVID-19 may appear in as few as two days or as long as 14 days after exposure. **See the attached CDC handout - *Symptoms of coronavirus (COVID-19)*.**

### **What should I do if I am not feeling well?**

If you are sick with COVID-19 or think you might have COVID-19, follow the CDC guidelines to prevent spreading the virus to others. Stay home, seek medical care as needed, and call ahead before visiting a health care facility. **See the attached CDC handout - *Prevent the spread of COVID-19 if you are sick*.**

### **What should I do if I have a possible or confirmed case of COVID-19?**

Follow the CDC guidelines for self-isolation and managing your symptoms at home. Seek medical care with your healthcare provider or emergency services if necessary. **See the attached CDC handout – *10 things you can do to manage COVID-19 symptoms at home*.**

### **What should I do if I may have been exposed to COVID-19?**

If you or someone in your home might have been exposed, follow CDC guidelines for self-monitoring. If you feel healthy but have recently had close contact with a person with COVID-19, follow the CDC guidelines for self-quarantine. [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html)

### **How does COVID-19 spread?**

According to the CDC, the virus spreads very easily between people. COVID-19 is thought to spread mainly through close contact from person-to-person in respiratory droplets from someone who is infected. Some people without symptoms may be able to spread virus. It is also possible to contract the virus by touching a surface or object that has the virus on it and then touching your mouth, nose, or eyes. **See the attached CDC handout - *What you should know about COVID-19*.**

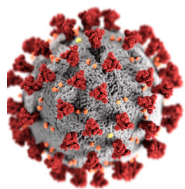
### **How can I prevent the spread of COVID-19?**

Avoid touching your eyes, nose, and mouth with unwashed hands. Clean your hands often by washing them with soap and water for at least 20 seconds. If soap and water is not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Wear a cloth face cover as recommended by the CDC. Frequently clean & disinfect “common area” surfaces. **See the attached CDC handout - *What you should know about COVID-19*.**

### **Am I required to wear a face cover?**

The CDC recommends people wear a cloth face cover which covers the nose and mouth when in a community setting. This will help prevent people who may have the virus and do not know it from transmitting it to others. [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html)

# 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.



# 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](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 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.



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



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



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.



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



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



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.



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.



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



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

