

Work-From-Home Best Practices in the Midst of COVID-19



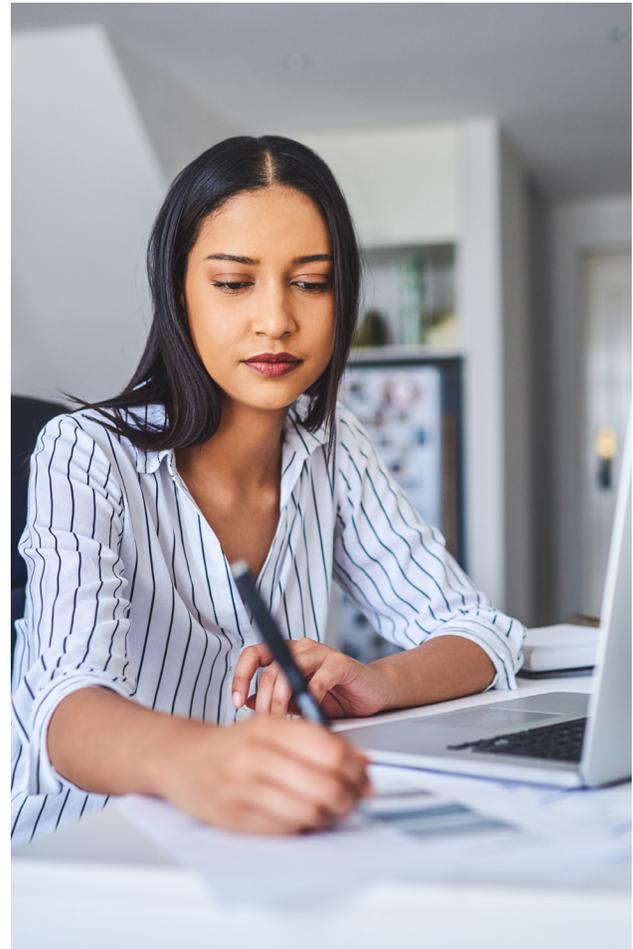
As countries across the globe grapple with COVID-19, many people in the U.S. are dealing with a new reality – telecommuting. Working from home may be completely new for some, while others may have some experience occasionally working remotely, such as during inclement weather. No matter your history, working from home may be the new norm for many employees.

MAKE YOUR SPACE WORK FOR YOU

Identifying the best place to work from home can go a long way toward being productive. Find an area that is quiet, free from interruptions and has good lighting. Make sure your work area has temperature controls and is free of tripping hazards. You will also want to make sure you are set up well ergonomically, which means designing a safe and efficient job environment to work in, wherever that environment might be. For example, your chair, monitor and keyboard should be arranged so that you can keep your body in a neutral position. Make sure you are not sitting or standing for prolonged periods of time. Relieve stress on your body by taking frequent breaks, varying your tasks and stretching regularly. And, just as with onsite work, you should follow your organization's procedures for safe lifting and personal protective equipment, as well as outlined precautions for electricity and hazardous materials.

CONNECT WITH COLLEAGUES

Working from home means less in-person interaction with your colleagues, but it does not mean you can't connect with them in other ways. Scheduling video chats or meetings is a fantastic way to keep interaction with your coworkers going. If you don't have video capabilities, regular phone calls can also help keep you connected. In addition, you can plan or participate in fun activities with your remote colleagues, such as virtual coffee breaks, group walking challenges or sharing photos of your unique home work spaces. While it is important to avoid distractions during your work day, taking time to interact with fellow employees can help you avoid feelings of isolation and make your day feel more "normal."



BE PREPARED FOR AN EMERGENCY

Employees working from home should make sure they are prepared if an emergency arises. They should have easy access to first aid supplies. They should also have an emergency preparedness plan in place specific to their home. The plan should include what alert mechanisms are available to them, such as fire alarms and weather radios. It should also include the locations of the closest hospitals and shelters. Keeping clean water, food and generators on hand is also recommended.

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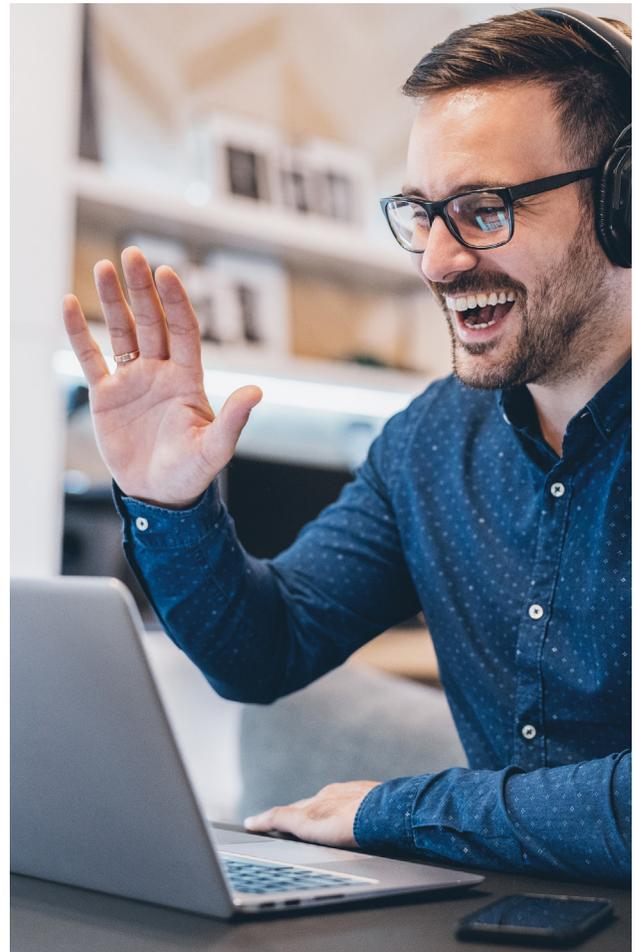


SECURE NEEDED EQUIPMENT AND TOOLS

A crucial element to ensure work-from-home success is making sure you have the equipment and tools you need to do your job. This includes laptops, monitors, keyboards and other computer-related devices. A strong internet connection is also recommended. Remote workers will want to consider having their work phone forwarded to their cell or house phone. In addition, utilizing video conferencing tools is a great way to make sure important meetings are not missed, and embracing instant messaging tools can help with short, quick communications between you and your colleagues. Employees will also need to evaluate whether they need network access, passcodes and instructions for remote login.

UNDERSTAND EXPECTATIONS

Working from home may mean a shift in how you work and interact with your coworkers and supervisor. Connect with your manager to understand remote work policy and expectations. Is working your normal schedule required? Are you able to adjust your hours based on needs at home? Does your employer expect you to be on call 24-7? Getting answers to these questions up front will help alleviate issues and uncertainty down the road.





Social Distancing for Employees in the Workplace

Social distancing means deliberately increasing the physical space between you and another person, ideally six feet. This is the most important action we can take to slow the spread of COVID-19, commonly called coronavirus. By staying at least six feet away from others, you dramatically reduce the chance of coming into contact with any virus they may shed through coughing or sneezing.

Some employees in operations-critical positions may be needed to report to the workplace. Ask them to observe the following precautions as recommended by CDC and OSHA.

Tips for Employees

- Practice six-foot social distancing in every situation possible
- Avoid using public transportation to commute if possible
- Avoid situations at or outside work where more than 10 people are gathered
- Use phone, email or conferencing technology instead of face-to-face interactions
- Postpone travel plans and arrange alternatives such as conferencing
- Do not shake hands
- Wash your hands with soap and water for 20 seconds or apply hand sanitizer immediately after coming in contact with another person
- If wearing gloves, wash your hands immediately after taking them off
- Avoid touching your nose, mouth and eyes
- Cover coughs and sneezes with a tissue or elbow, and immediately wash hands or apply hand sanitizer
- Keep frequently touched areas clean, for example, phones, computers, desktops and other equipment
- Do not use other workers' equipment

Tips for Supervisors/Managers

- Actively encourage sick employees to stay home
- Send home employees who appear to be sick or become sick during the day
- Do not require a doctor's note to validate need for sick leave or returning to work
- Allow flexibility for employees who have a sick family member to care for
- Ask companies that provide contract or temporary employees to follow your policy

Employers can get information about actions to take in the OSHA publication *Guidance on Preparing Workplaces for COVID-19*.

Sources:

Coronavirus, Social Distancing and Self Quarantine

Coronavirus Disease 2019 (COVID-19):
Interim Guidance for Businesses and Employers

OSHA: How to Protect Yourself in the Workplace
During a Pandemic





Social Engagement While Working Remotely

Working remotely can come with many challenges for employees who may not be used to working away from their coworkers for extended periods of time. For some, the interpersonal interaction is a major part of their work experience and a strong workplace culture.

Fortunately, there are many ways that employees can interact with their coworkers even while working remotely to stay connected and engaged.

Make sure to replicate regular weekly or daily check-ins and meetings with a phone call or virtual meeting:

- **Set up regular check-ins every week to stay connected with your team or supervisor**

It can be difficult to adjust to losing daily social interactions. There are many ways that your team can replace those valuable spontaneous conversations and connections with just a few adjustments:

- **If you don't already have one, consider using a chat app or program like Jabber, Slack or Yammer to connect with colleagues and virtually 'drop by'**
- **Try a remote breakfast, lunch or coffee catch up with a colleague or friend over video**

Social distancing doesn't have to mean social isolation. Take staff activities virtual with these suggestions and get creative:

- **Organize a remote game such as Words with Friends or a virtual walking challenge**
- **Share photos of individual remote workspaces**
- **Share reading lists or your favorite shows**

If community engagement plays a big part at your organization, there are still ways that your employees can make a difference while staying safe:

- **Organize a fundraiser for a local food pantry or at-risk community center**
- **Share positive stories of people supporting each other in your community**

You can take small steps to support your staff during COVID-19 by helping employees stay connected to one another and to their organization while working remotely.





Coronavirus Disease 2019 (COVID-19)

Cleaning and Disinfection for Non-emergency Transport Vehicles

Interim Recommendations for U.S. Non-emergency Transport Vehicles that May Have Transported Passengers with Suspected/Confirmed Coronavirus Disease 2019 (COVID-19)

People who are known or suspected to have COVID-19 may use non-emergency vehicle services, such as passenger vans, accessible vans, and cars, for transportation to receive essential medical care. When transporting a known confirmed positive passenger, it is recommended that drivers wear an N95 respirator or facemask (if a respirator is not available) and eye protection such as a face shield or goggles (as long as they do not create a driving hazard), and the passenger should wear a facemask or cloth face covering. Occupants of these vehicles should avoid or limit close contact (within 6 feet) with others. The use of larger vehicles such as vans is recommended when feasible to allow greater social (physical) distance between vehicle occupants. Additionally, drivers should practice regular [hand hygiene](#), avoid touching their nose, mouth, or eyes, and avoid picking up multiple passengers who would not otherwise be riding together on the same route. CDC recommends that individuals wear [cloth face coverings](#) in settings where other social distancing measures are difficult to maintain, especially in areas with significant community transmission. Cloth face coverings may prevent people who don't know they have the virus from transmitting it to others; these face coverings are not surgical masks, respirators, or personal protective equipment (PPE). 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 mask without assistance.

The following are general guidelines for cleaning and disinfecting these vehicles. Similar guidance can be found for cleaning and disinfecting [homes](#), [community facilities](#), and [EMS vehicles used to transport](#) persons with suspected or confirmed COVID-19.

At a minimum, clean and disinfect commonly touched surfaces in the vehicle at the beginning and end of each shift and between transporting passengers who are visibly sick. Ensure that cleaning and disinfection procedures are followed consistently and correctly, including the provision of adequate ventilation when chemicals are in use. Doors and windows should remain open when cleaning the vehicle. When cleaning and disinfecting, individuals should wear disposable gloves compatible with the products being used as well as any other PPE required according to the product manufacturer's instructions. Use of a disposable gown is also recommended, if available.

- For hard non-porous surfaces within the interior of the vehicle such as hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles, clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application. For disinfection of hard, non-porous surfaces, appropriate disinfectants include:
 - [EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2](#) [↗](#), the virus that causes COVID-19. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
 - [Diluted household bleach solutions](#) prepared according to the manufacturer's label for disinfection, if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
 - Alcohol solutions with at least 70% alcohol.
- For soft or porous surfaces such as fabric seats, remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces. After cleaning, use [products that are EPA-approved for use against the virus that causes COVID-19](#) [↗](#) and that are suitable for porous surfaces.
- For frequently touched electronic surfaces, such as tablets or touch screens used in the vehicle, remove visible dirt, then disinfect following the manufacturer's instructions for all cleaning and disinfection products. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect.

Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning; [wash hands](#) immediately after removal of gloves and PPE with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available. If a disposable gown was not worn, work uniforms/clothes worn during cleaning and disinfecting should be laundered afterwards using the warmest appropriate water setting and dry items completely. Wash hands after handling laundry.

Page last reviewed: April 14, 2020

GUIDANCE FOR CLEANING & DISINFECTING

PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



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INFORMATION

1 DEVELOP YOUR PLAN

DETERMINE WHAT NEEDS TO BE CLEANED.

Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

DETERMINE HOW AREAS WILL BE DISINFECTED. Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

CONSIDER THE RESOURCES AND EQUIPMENT NEEDED. Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

Follow guidance from state, tribal, local, and territorial authorities.

2 IMPLEMENT

CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER prior to disinfection.

USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT. Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL. The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

3 MAINTAIN AND REVISE

CONTINUE ROUTINE CLEANING AND DISINFECTION.

Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

MAINTAIN SAFE PRACTICES such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE. Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

For more information, please visit [CORONAVIRUS.GOV](https://www.cdc.gov/coronavirus)



MAKING YOUR PLAN TO CLEAN AND DISINFECT

Cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection.

Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.



Is the area indoors?

YES

It is an indoor area.

NO

Maintain existing cleaning practices.

Coronaviruses naturally die in hours to days in typical indoor and outdoor environments. Viruses are killed more quickly by warmer temperatures and sunlight.

Has the area been occupied within the last 7 days?

YES

Yes, the area has been occupied within the last 7 days.

NO

The area has been unoccupied within the last 7 days.

The area will need only routine cleaning.



Is it a frequently touched surface or object?

YES

Yes, it is a frequently touched surface or object.

NO

Thoroughly clean these materials.

Consider setting a schedule for routine cleaning and disinfection, as appropriate.



What type of material is the surface or object?

Hard and non-porous materials like glass, metal, or plastic.

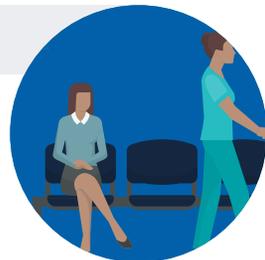
Visibly dirty surfaces should be cleaned prior to disinfection.

Consult EPA's list of disinfectants for use against COVID-19, specifically for use on hard, non-porous surfaces and for your specific application need. More frequent cleaning and disinfection is necessary to reduce exposure.

Soft and porous materials like carpet, rugs, or material in seating areas.

Thoroughly clean or launder materials.

Consider removing soft and porous materials in high traffic areas. Disinfect materials if appropriate products are available.



Coping with a Disaster or Traumatic Event



After a disaster, it is important to take care of your emotional health. Pay attention to how you and your family members are feeling and acting.

Taking care of your emotional health will help you think clearly and react to urgent needs to protect yourself and your loved ones.

Follow these tips to help you and your family recover or find support.

Steps to Care for Yourself

- Take Care of Your Body
 - » Try to eat healthy, exercise regularly, get plenty of sleep, and avoid alcohol and other drugs.
- Connect
 - » Share your feelings with a friend or family member. Maintain relationships and rely on your support system.
- Take Breaks
 - » Make time to unwind. Try to return to activities that you enjoy.
- Stay Informed
 - » Watch for news updates from reliable officials.
- Avoid
 - » Avoid excessive exposure to media coverage of the event.
- Ask for Help
 - » Talk to a clergy member, counselor, or doctor or contact the SAMHSA helpline helpline at 1-800-985-5990 or text TalkWithUs to 66746.

How to Help Your Children

- Talk with them.
 - » Share age-appropriate information.
 - » Reassure them.
 - » Address rumors.
 - » Answer questions.
- Set a good example by taking care of yourself.
- Limit exposure to media and social media coverage of the event.

Common Signs of Distress

- Feelings of shock, numbness, or disbelief
- Change in energy or activity levels
- Difficulty concentrating
- Changes in appetite
- Sleeping problems or nightmares
- Feeling anxious, fearful, or angry
- Headaches, body pain, or skin rashes
- Chronic health problems get worse
- Increased use of alcohol, tobacco, or other drugs

Seek help from your healthcare provider if these stress reactions interfere with your daily activities for several days in a row.

Substance Abuse and Mental Health Services Administration's (SAMHSA's) Disaster Distress Hotline: 1-800-985-5990 or text TalkWithUs to 66746.



People with deafness or hearing loss can use their preferred relay service to call 1-800-985-5990.

Coronavirus



The coronavirus, or COVID-19, is a respiratory illness that can spread from person to person. Due to the nature of this emerging, rapidly evolving situation, it's important to focus on prevention.

Employers should take this opportunity to discuss some of the actions their organization is taking to ensure a safe working environment.

WHAT EMPLOYEES CAN DO

To prevent the spread of illness, NSC echoes CDC, NIOSH and U.S. Department of State recommendations regarding personal hygiene, understanding that these measures can help protect everyone at work and beyond:

- Practice proper infection control and sterilization measures
- Frequently wash hands with soap and water; if soap and water are not available, use alcohol-based hand sanitizer with at least 60% alcohol
- Avoid touching your eyes, nose or mouth with unwashed hands
- Avoid close contact with people who are sick
- Stay home when you are sick and report flu-like symptoms to your supervisor immediately
- Talk to your supervisor if you have upcoming business to non-Level 3 areas and have concerns about traveling. Discuss ways to ensure business objectives are met if you do not travel.
- Self-quarantine for at least 14 days if you are returning from an area with heightened levels of coronavirus activity or have been directly exposed to a person who has tested positive for coronavirus
- Talk to your supervisor about remote work options



An employer's most vital task is the safety of their workers. For more information on preventing COVID-19, go to [cdc.gov](https://www.cdc.gov), [OSHA.gov](https://www.osha.gov) and [who.int](https://www.who.int).



GUIDANCE FOR CLEANING AND DISINFECTING

PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



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This guidance is intended for all Americans, whether you own a business, run a school, or want to ensure the cleanliness and safety of your home. Reopening America requires all of us to move forward together by practicing social distancing and other [daily habits](#) to reduce our risk of exposure to the virus that causes COVID-19. Reopening the country also strongly relies on public health strategies, including increased testing of people for the virus, social distancing, isolation, and keeping track of how someone infected might have infected other people. This plan is part of the larger [United States Government plan](#) and focuses on cleaning and disinfecting public spaces, workplaces, businesses, schools, and can also be applied to your home.

Cleaning and disinfecting public spaces including your workplace, school, home, and business will require you to:

- Develop your plan
- Implement your plan
- Maintain and revise your plan

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of reopening public spaces that will require careful planning. Every American has been called upon to slow the spread of the virus through social distancing and prevention hygiene, such as frequently washing your hands and wearing face coverings. Everyone also has a role in making sure our communities are as safe as possible to reopen and remain open.

The virus that causes COVID-19 can be killed if you use the right products. EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19.

For more information, please visit **CORONAVIRUS.GOV**



This document provides a general framework for cleaning and disinfection practices. The framework is based on doing the following:

1. Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
2. Disinfection using [EPA-approved disinfectants against COVID-19](#) can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important.
3. When [EPA-approved disinfectants](#) are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together--this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.

Links to specific recommendations for many public spaces that use this framework, can be found at the end of this document.

It's important to continue to follow federal, state, tribal, territorial, and local guidance for reopening America.

A Few Important Reminders about Coronaviruses and Reducing the Risk of Exposure:

- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. [EPA-approved disinfectants](#) are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions).
- Store and use disinfectants in a responsible and appropriate manner according to the label. Do not mix bleach or other cleaning and disinfection products together--this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.
- Do not overuse or stockpile disinfectants or other supplies. This can result in shortages of appropriate products for others to use in critical situations.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product. For more information, see [CDC's website on Cleaning and Disinfection for Community Facilities](#).
- Practice social distancing, wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.

If you oversee staff in a workplace, your plan should include considerations about the safety of custodial staff and other people who are carrying out the cleaning or disinfecting. These people are at increased risk of being exposed to the virus and to any toxic effects of the cleaning chemicals. These staff should wear appropriate PPE for cleaning and disinfecting. To protect your staff and to ensure that the products are used effectively, staff should be instructed on how to apply the disinfectants according to the label. For more information on concerns related to cleaning staff, visit the Occupational Safety and Health Administration's website on [Control and Prevention](#).

DEVELOP YOUR PLAN

Evaluate your workplace, school, home, or business to determine what kinds of surfaces and materials make up that area. Most surfaces and objects will just need normal routine cleaning. Frequently touched surfaces and objects like light switches and doorknobs will need to be cleaned and then disinfected to further reduce the risk of germs on surfaces and objects.

- First, clean the surface or object with soap and water.
- Then, disinfect using an [EPA-approved disinfectant](#).
- If an EPA-approved disinfectant is unavailable, you can use 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions to disinfect. Do not mix bleach or other cleaning and disinfection products together. Find additional information at [CDC's website on Cleaning and Disinfecting Your Facility](#).

You should also consider what items can be moved or removed completely to reduce frequent handling or contact from multiple people. Soft and porous materials, such as area rugs and seating, may be removed or stored to reduce the challenges with cleaning and disinfecting them. Find additional reopening guidance for cleaning and disinfecting in the [Reopening Decision Tool](#).

It is critical that your plan includes how to maintain a cleaning and disinfecting strategy after reopening. Develop a flexible plan with your staff or family, adjusting the plan as federal, state, tribal, territorial, or local guidance is updated and if your specific circumstances change.

Determine what needs to be cleaned

Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection. Additionally, disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed. In a household setting, cleaning toys and other items used by children with soap and water is usually sufficient. Find more information on cleaning and disinfection toys and other surfaces in the childcare program setting at [CDC's Guidance for Childcare Programs that Remain Open](#).

These questions will help you decide which surfaces and objects will need normal routine cleaning.

Is the area outdoors?

Outdoor areas generally require normal routine cleaning and do not require disinfection. Spraying disinfectant on sidewalks and in parks is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public. You should maintain existing cleaning and hygiene practices for outdoor areas.

The targeted use of disinfectants can be done effectively, efficiently and safely on outdoor hard surfaces and objects frequently touched by multiple people. Certain outdoor areas and facilities, such as bars and restaurants, may have additional requirements. More information can be found on CDC's website on [Food Safety and the Coronavirus Disease 2019 \(COVID-19\)](#).

There is no evidence that the virus that causes COVID-19 can spread directly to humans from water in pools, hot tubs or spas, or water play areas. Proper operation, maintenance, and disinfection (for example, with chlorine or bromine) of pools, hot tubs or spas, and water playgrounds should kill the virus that causes COVID-19. However, there are additional concerns with outdoor areas that may be maintained less frequently, including playgrounds, or other facilities located within local, state, or national parks. For more information, visit CDC's website on [Visiting Parks & Recreational Facilities](#).

Has the area been unoccupied for the last 7 days?

If your workplace, school, or business has been unoccupied for 7 days or more, it will only need your normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.

There are many public health considerations, not just COVID-19 related, when reopening public buildings and spaces that have been closed for extended periods. For example, take measures to ensure the [safety of your building water system](#). It is not necessary to clean ventilation systems, other than routine maintenance, as part of reducing risk of coronaviruses. For healthcare facilities, additional guidance is provided on [CDC's Guidelines for Environmental Infection Control in Health-Care Facilities](#).

Determine what needs to be disinfected

Following your normal routine cleaning, you can disinfect frequently touched surfaces and objects using a product from [EPA's list of approved products that are effective against COVID-19](#).

These questions will help you choose appropriate disinfectants.

Are you cleaning or disinfecting a hard and non-porous material or item like glass, metal, or plastic?

Consult [EPA's list of approved products for use against COVID-19](#). This list will help you determine the most appropriate disinfectant for the surface or object. You can use diluted household bleach solutions if appropriate for the surface. Pay special attention to the personal protective equipment (PPE) that may be needed to safely apply the disinfectant and the manufacturer's recommendations concerning any additional hazards. Keep all disinfectants out of the reach of children. Please visit CDC's website on [How to Clean and Disinfect](#) for additional details and warnings.

Examples of frequently touched surfaces and objects that will need routine disinfection following reopening are:

- tables,
- doorknobs,
- light switches,
- countertops,
- handles,
- desks,
- phones,
- keyboards,
- toilets,
- faucets and sinks,
- gas pump handles,
- touch screens, and
- ATM machines.

Each business or facility will have different surfaces and objects that are frequently touched by multiple people. Appropriately disinfect these surfaces and objects. For example, transit stations have [specific guidance](#) for application of cleaning and disinfection.

Are you cleaning or disinfecting a soft and porous material or items like carpet, rugs, or seating in areas?

Soft and porous materials are generally not as easy to disinfect as hard and non-porous surfaces. [EPA has listed a limited number of products approved for disinfection for use on soft and porous materials](#). Soft and porous materials that are not frequently touched should only be cleaned or laundered, following the directions on the item's label, using the warmest appropriate water setting. Find more information on [CDC's website on Cleaning and Disinfecting Your Facility](#) for developing strategies for dealing with soft and porous materials.

Consider the resources and equipment needed

Keep in mind the availability of cleaning and disinfection products and appropriate PPE. Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting. Follow the directions on the disinfectant label for additional PPE needs. In specific instances, personnel with specialized training and equipment may be required to apply certain disinfectants such as fumigants or fogs. For more information on appropriate PPE for cleaning and disinfection, see [CDC's website on Cleaning and Disinfection for Community Facilities](#).

IMPLEMENT YOUR PLAN

Once you have a plan, it's time to take action. Read all manufacturer's instructions for the cleaning and disinfection products you will use. Put on your gloves and other required personal protective equipment (PPE) to begin the process of cleaning and disinfecting.

Clean visibly dirty surfaces with soap and water

Clean surfaces and objects using soap and water prior to disinfection. Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting. Follow the directions on the disinfectant label for additional PPE needs. When you finish cleaning, remember to wash hands thoroughly with soap and water.

Clean or launder soft and porous materials like seating in an office or coffee shop, area rugs, and carpets. Launder items according to the manufacturer's instructions, using the warmest temperature setting possible and dry items completely.

Use the appropriate cleaning or disinfectant product

[EPA approved disinfectants](#), when applied according to the manufacturer's label, are effective for use against COVID-19. Follow the instructions on the label for all cleaning and disinfection products for concentration, dilution, application method, contact time and any other special considerations when applying.

Always follow the directions on the label

Follow the instructions on the label to ensure safe and effective use of the product. Many product labels recommend keeping the surface wet for a specific amount of time. The label will also list precautions such as wearing gloves and making sure you have good ventilation during use of the product. Keep all disinfectants out of the reach of children.

MAINTAIN AND REVISE YOUR PLAN

Take steps to reduce your risk of exposure to the virus that causes COVID-19 during daily activities. [CDC provides tips](#) to reduce your exposure and risk of acquiring COVID-19. Reducing exposure to yourself and others is a shared responsibility. Continue to update your plan based on updated guidance and your current circumstances.

Continue routine cleaning and disinfecting

Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19. Normal routine cleaning with soap and water alone can reduce risk of exposure and is a necessary step before you disinfect dirty surfaces.

Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets, should be cleaned and disinfected at least daily. More frequent cleaning and disinfection may be required based on level of use. For example, certain surfaces and objects in public spaces, such as shopping carts and point of sale keypads, should be cleaned and disinfected before each use.

Consider choosing a different disinfectant if your first choice is in short supply. Make sure there is enough supply of gloves and appropriate personal protective equipment (PPE) based on the label, the amount of product you will need to apply, and the size of the surface you are treating.

Maintain safe behavioral practices

We have all had to make significant behavioral changes to reduce the spread of COVID-19. To reopen America, we will need to continue these practices:

- social distancing (specifically, staying 6 feet away from others when you must go into a shared space)
- frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- wearing cloth face coverings
- avoiding touching eyes, nose, and mouth
- staying home when sick
- cleaning and disinfecting frequently touched objects and surfaces

It's important to continue to follow federal, state, tribal, territorial, and local guidance for reopening America. Check this resource for [updates on COVID-19](#). This will help you change your plan when situations are updated.

Consider practices that reduce the potential for exposure

It is also essential to change the ways we use public spaces to work, live, and play. We should continue thinking about our safety and the safety of others.

To reduce your exposure to or the risk of spreading COVID-19 after reopening your business or facility, consider whether you need to touch certain surfaces or materials. Consider wiping public surfaces before and after you touch them. These types of behavioral adjustments can help reduce the spread of COVID-19. There are other resources for more information on [COVID-19](#) and how to [Prevent Getting Sick](#).

Another way to reduce the risk of exposure is to make long-term changes to practices and procedures. These could include reducing the use of porous materials used for seating, leaving some doors open to reduce touching by multiple people, opening windows to improve ventilation, or removing objects in your common areas, like coffee creamer containers. There are many other steps that businesses and institutions can put into place to help reduce the spread of COVID-19 and protect their staff and the public. More information can be found at [CDC's Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission](#).

CONCLUSION

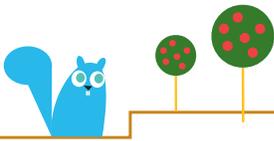
Reopening America requires all of us to move forward together using recommended best practices and maintaining safe daily habits in order to reduce our risk of exposure to COVID-19. Remember: We’re all in this together!

Additional resources with more specific recommendations.

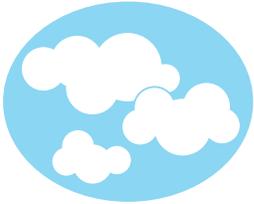
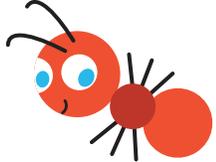
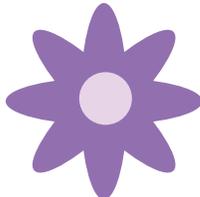
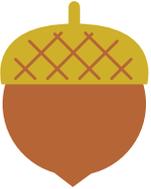
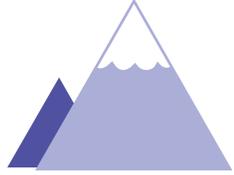
HEALTHCARE SETTINGS	Long-term Care Facilities, Nursing Homes	Infection Control in Healthcare Settings
		Using Personal Protective Equipment
		Hand Hygiene
		Interim Guidance for Infection Prevention
		Preparedness Checklist
		Things Facilities Should Do Now to Prepare for COVID-19
		When there are Cases in the Facility
	Dialysis Facilities	Infection Control in Healthcare Settings
		Using Personal Protective Equipment
		Hand Hygiene
Interim guidance for Outpatient Hemodialysis Facilities		
Patient Screening		
Blood and Plasma Facilities	Infection control in Healthcare Settings	
	Infection Control and Environmental Management	
	Using Personal Protective Equipment	
	Hand Hygiene	
	Interim Guidance for Blood and Plasma Collection Facilities	
Alternate Care Sites	Infection Prevention and Control	
Dental Settings	Infection Control in Healthcare Settings	
	Using Personal Protective Equipment	
	Hand Hygiene	
	Interim Guidance for Dental Settings	
Pharmacies	Infection Control in Healthcare Settings	
	Using Personal Protective Equipment	
	Hand Hygiene	
	Interim Guidance for Pharmacies	
	Risk-Reduction During Close-Contact Services	
Outpatient and ambulatory care facilities	Infection Control in Healthcare Settings	
	Using Personal Protective Equipment	
	Hand Hygiene	
	Interim Guidance for Outpatient & Ambulatory Care Settings	
Postmortem Care	Using Personal Protective Equipment	
	Hand Hygiene	
	Collection and Submission of Postmortem Samples	
	Cleaning and Waste Disposal	
	Transportation of Human Remains	

COMMUNITY LOCATIONS	Critical Infrastructure Employees	Interim Guidance for Critical Infrastructure Employees
		Cleaning and Disinfecting your Facility
	Schools and childcare programs	K-12 and Childcare Interim Guidance
		Cleaning and Disinfecting your Facility
		FAQ for Administrators
		Parent and Teacher Checklist
	Colleges and universities	Interim Guidance for Colleges & Universities
		Cleaning and Disinfecting your Facility
		Guidance for Student Foreign Travel
		FAQ for Administrators
	Gatherings and community events	Interim Guidance for Mass Gatherings and Events
		Election Polling Location Guidance
		Events FAQ
	Community- and faith-based organizations	Interim Guidance for Organizations
		Cleaning and Disinfecting your Facility
	Businesses	Interim Guidance for Businesses
	Parks & Rec Facilities	Guidance for Administrators of Parks
	Law Enforcement	What Law Enforcement Personnel Need to Know about COVID-19
	Homeless Service Providers	Interim Guidance for Homeless Service Providers
	Retirement Homes	Interim Guidance for Retirement Communities
	FAQ for Administrators	
Correction & Detention Facilities	Interim Guidance for Correction & Detention Facilities	
	FAQ for Administrators	
HOME SETTING	Preventing Getting Sick	How to Protect Yourself and Others
		How to Safely Sterilize/Clean a Cloth Face Covering
		Cleaning and Disinfecting your Home
		Tribal - How to Prevent the Spread of Coronavirus (COVID-19) in Your Home
		Tribal - How to Care for Yourself at Home During Covid-19
	Running Errands	Shopping for Food and Other Essential Items
		Accepting Deliveries and Takeout
		Banking
		Getting Gasoline
		Going to the Doctor and Pharmacy
If you are sick	Steps to Help Prevent the Spread of COVID19 if You are Sick	

TRANSPORTATION	Ships	Interim Guidance for Ships on Managing Suspected COVID-19
	Airlines	Cleaning Aircraft Carriers
		Airline Agents Interim Guidance
	Buses	Bus Transit Operator
	Rail	Rail Transit Operators
		Transit Station Workers
	EMS Transport Vehicles	Interim Guidance for EMS
	Taxis and Rideshares	Keeping Commercial Establishments Safe
RESTAURANTS & BARS		Best Practices from FDA



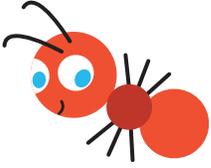
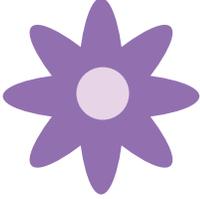
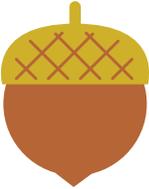
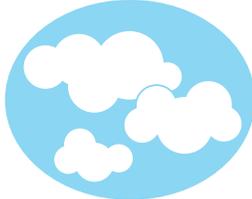
Dot's Nature Bingo

 Bird	 Moon	 Frog	 Tree
 Clouds	 Fish	 Stars	 Insect
 Snow	 Sun	 Flower	 Leaf
 Acorn	 Rain	 Worm	 Mountain

Share your completed card by tagging **@PBSKIDS** and use the hashtag **#PBSKIDSBingo**. For more ways to explore the outdoors visit **to.pbs.org/explore**.



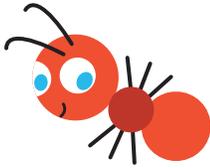
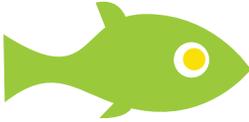
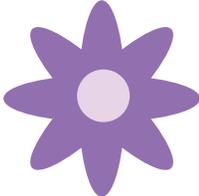
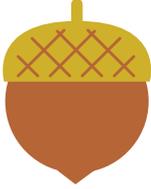
Dot's Nature Bingo

 Stars	 Rain	 Sun	 Worm
 Insect	 Flower	 Bird	 Mountain
 Frog	 Acorn	 Tree	 Moon
 Leaf	 Fish	 Snow	 Clouds

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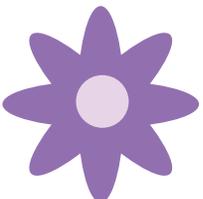
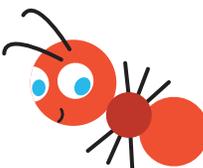
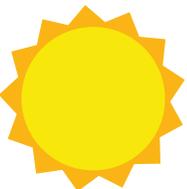
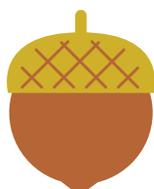
Dot's Nature Bingo

 <p>Tree</p>	 <p>Stars</p>	 <p>Moon</p>	 <p>Clouds</p>
 <p>Mountain</p>	 <p>Insect</p>	 <p>Bird</p>	 <p>Fish</p>
 <p>Frog</p>	 <p>Leaf</p>	 <p>Snow</p>	 <p>Flower</p>
 <p>Worm</p>	 <p>Sun</p>	 <p>Acorn</p>	 <p>Rain</p>

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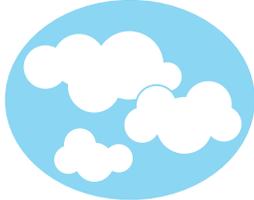
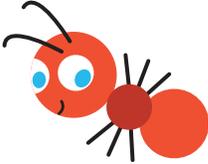
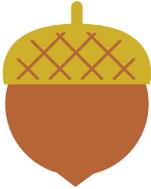
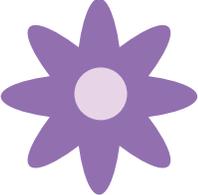
Dot's Nature Bingo

 <p>Flower</p>	 <p>Moon</p>	 <p>Insect</p>	 <p>Leaf</p>
 <p>Tree</p>	 <p>Sun</p>	 <p>Bird</p>	 <p>Clouds</p>
 <p>Rain</p>	 <p>Fish</p>	 <p>Acorn</p>	 <p>Snow</p>
 <p>Worm</p>	 <p>Stars</p>	 <p>Mountain</p>	 <p>Frog</p>

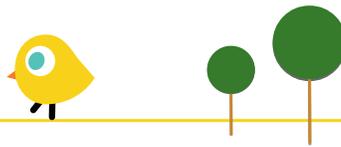
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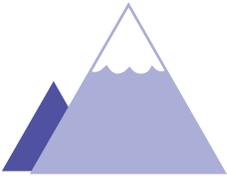
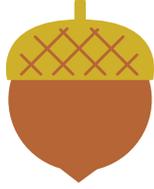
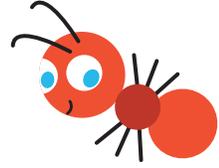
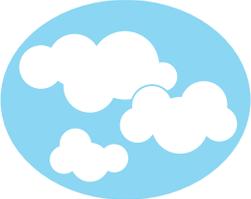
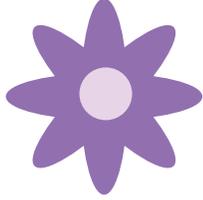
Dot's Nature Bingo

 Leaf	 Sun	 Tree	 Clouds
 Insect	 Mountain	 Snow	 Fish
 Moon	 Frog	 Acorn	 Worm
 Bird	 Flower	 Stars	 Rain

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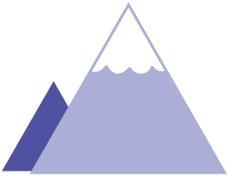
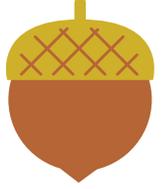
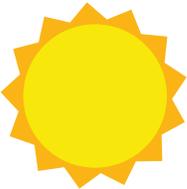
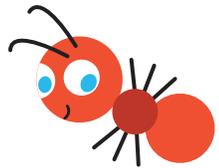
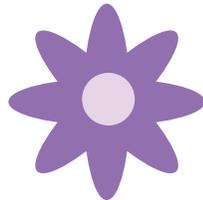
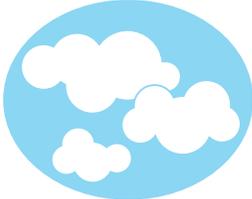
Dot's Nature Bingo

 Mountain	 Acorn	 Tree	 Moon
 Worm	 Fish	 Snow	 Insect
 Sun	 Rain	 Frog	 Leaf
 Clouds	 Flower	 Stars	 Bird

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Dot's Nature Bingo

 Mountain	 Acorn	 Worm	 Rain
 Snow	 Frog	 Sun	 Tree
 Fish	 Insect	 Moon	 Flower
 Leaf	 Bird	 Clouds	 Stars

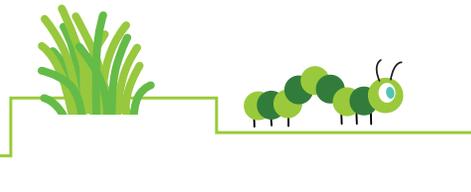
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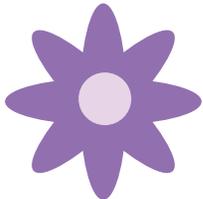
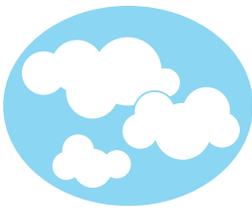
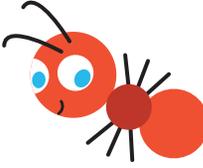
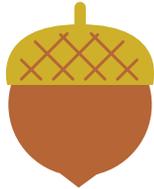
Dot's Nature Bingo

 Snow	 Moon	 Mountain	 Flower
 Clouds	 Worm	 Acorn	 Stars
 Frog	 Insect	 Rain	 Tree
 Sun	 Bird	 Leaf	 Fish

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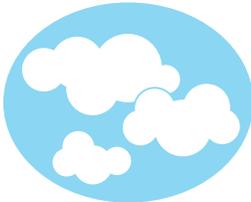
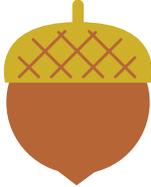
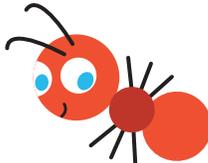
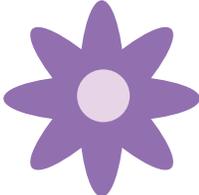
Dot's Nature Bingo

 Flower	 Worm	 Clouds	 Moon
 Mountain	 Rain	 Insect	 Snow
 Frog	 Tree	 Bird	 Leaf
 Stars	 Acorn	 Sun	 Fish

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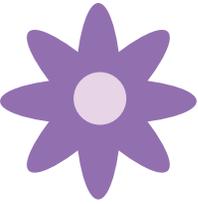
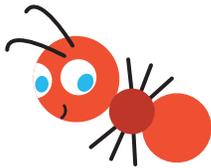
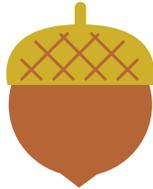
Dot's Nature Bingo

 Rain	 Mountain	 Bird	 Leaf
 Moon	 Clouds	 Tree	 Acorn
 Fish	 Stars	 Insect	 Worm
 Sun	 Frog	 Snow	 Flower

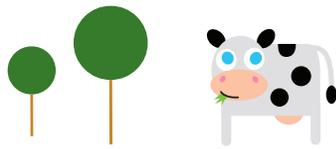
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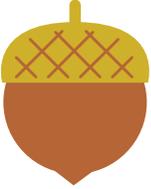
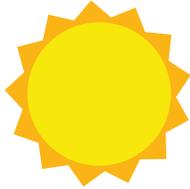
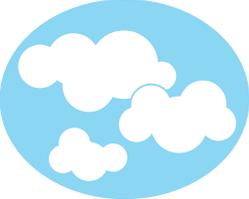
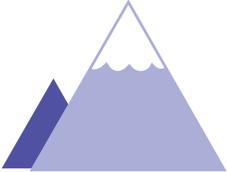
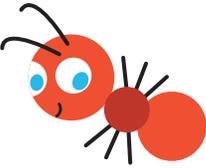
Dot's Nature Bingo

 <p>Snow</p>	 <p>Stars</p>	 <p>Rain</p>	 <p>Fish</p>
 <p>Flower</p>	 <p>Bird</p>	 <p>Mountain</p>	 <p>Moon</p>
 <p>Worm</p>	 <p>Tree</p>	 <p>Clouds</p>	 <p>Leaf</p>
 <p>Frog</p>	 <p>Sun</p>	 <p>Insect</p>	 <p>Acorn</p>

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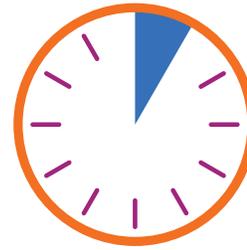
Dot's Nature Bingo

 Fish	 Rain	 Tree	 Flower
 Leaf	 Acorn	 Moon	 Sun
 Clouds	 Mountain	 Insect	 Frog
 Snow	 Bird	 Worm	 Stars

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Taking Care of Your Mental Health During COVID-19



5 Minute Safety Talk

We are all feeling the effects of the COVID-19 pandemic. We are barraged with information from many different sources – work, family and friends, schools, news, social media, emails and more. We may be working remotely for the first time, or be working on-site and facing increased risk of exposure to COVID-19. We may have children at home while trying to work, or have loved ones laid off. We may be worrying about getting the food and supplies we need to survive. Some of us may have family or friends who are positive for COVID-19, a significant source of worry and distress.

The seriousness of these issues, along with the gravity of the pandemic, can take a significant toll on our mental health and wellbeing. These increased levels of stress, uncertainty and anxiety can also potentially lead to an increase in substance misuse or substance use disorders, or an increased risk for relapse for those already in treatment or recovery.

Unfortunately, this increased stress can possibly extend for weeks or months, even after the initial crisis begins to subside. During periods of prolonged stress, family violence, substance use and suicide are shown to increase. We don't say this to scare you – but we want you to understand that extremely stressful circumstances can have unexpected, serious effects. We want to support you to avoid these tragic situations.

We understand that everyone is facing different situations at work and home. None of you are alone. Our company wants to help you through these tough times so that we can all have the best possible outcomes. We will be communicating our offerings frequently, but you can always reach out to your supervisor or Human Resources representative for more details.

One of the best ways to prevent mental health issues, substance use and misuse, and reduce risk for relapse is to be able to identify the warning signs early in yourself and others. Some of the common immediate [reactions](#)¹ you or others may be experiencing in relation to the current crisis are:

- [Feeling physically and mentally drained](#)
- [Having difficulty making decisions or staying focused on topics](#)
- [Becoming easily frustrated on a more frequent basis](#)
- [Arguing more with family and friends](#)
- [Feeling tired, sad, numb, lonely or worried](#)
- [Experiencing changes in appetite or sleep patterns](#)

It is not wrong to be having these feelings, but if you are having them frequently, it is a sign you should seek additional help. Remember, the stress and emotional distress you may be feeling as a result of the COVID-19 pandemic may continue past the end of the initial crisis, meaning these reactions could take place several weeks or months from now.



There is no shame in asking for help or seeking counseling. Counseling helps with stress and mental health issues, as well as provides support on a variety of practical problems such as money, marriage, family violence, legal issues, and child and elder care concerns. This counseling can often be done through phone calls and video. Online support groups also exist – these are especially important to use for existing [substance use](#)² and [mental health](#)³ issues during this pandemic when face-to-face support is limited or unavailable.

Here are some ideas for self-care that can help reduce stress and anxiety, and that can be done while following guidelines for social distancing:

- [Reaching out to your doctor, physician, or other medical or addiction professional with concerns about your physical or mental wellbeing](#)
- [Going for walks or bike rides](#)
- [Meditating](#)
- [Practicing yoga](#)
- [Exercising at home or outside](#)
- [Creating a virtual social support community using Zoom or FaceTime, and calling or emailing family and friends](#)
- [Engaging in hobbies you enjoy \(gardening, reading, cooking, listening to music, catching up on shows, etc.\)](#)
- [Prioritizing good sleep and healthy eating](#)

Not everyone will follow the same ideas for self-care. Everyone's situation is different, and everyone's coping methods are different as well. It is ok to take care of you or your family's mental and physical health in a variety of ways.

We are going through unusual circumstances – it is normal to find this challenging, and to experience a wide range of emotions as we adjust.

Don't let the stress overwhelm you, and reach out if you need help. We are all in this together, so let's look out for each other and help one another through it.



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Don't forget to share the specific resources your organization provides



Here is a list of company and community resources:

- [Fill in EAP information here](#)

- [Fill in benefit or hotline information here](#)

- [Fill in other local information here](#)

¹ <https://www.redcross.org/get-help/disaster-relief-and-recovery-services/recovering-emotionally.html>

² https://www.samhsa.gov/sites/default/files/programs_campaigns/nation_prevention_week/npw-2017-organizations-places-assistance.pdf

³ <https://www.nami.org/getattachment/About-NAMI/NAMI-News/2020/NAMI-Updates-on-the-Coronavirus/COVID-19-Updated-Guide-1.pdf>



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Managing Stress During a Time of Crisis



A crisis can occur at any time, whether it's the result of a personal problem, a workplace incident or a larger societal issue like the COVID-19 pandemic. The resulting stress from a crisis can put serious strain on workers, but certain steps can help manage this anxiety.

FACE THE CAUSE OF YOUR STRESS

The first step in managing stress is facing it. In stressful situations, it can be tempting to ignore the cause of our anxiety and focus on something else, but this only compounds the problem. Stress rarely goes away on its own, but focusing on the real cause of our anxiety gives us a chance to address it.

A crisis might have you taking on new tasks, looking after others or adding multiple responsibilities onto your already-full plate. This might be on top of health concerns you are dealing with, or worries about a family member or co-worker. To address the situation and keep yourself from feeling overwhelmed, focus on the smaller issues that you can control and build from there.

REACH OUT FOR ASSISTANCE

When managing your stress, take advantage of available resources whenever possible. At work, talk to your supervisor about managing additional job responsibilities or a human resources representative for more sensitive issues. Your workplace might offer an Employee Assistance Program (EAP) with access to financial planners, counselors and other resources. Reach out to learn more about what is available to you and how to access these tools.

Outside of work, talk to a doctor, your loved ones or friends for additional support and guidance. No one needs to conquer a crisis alone; lean on others when you need help and provide assistance when others need it from you.

BE PROACTIVE

Ultimately, managing your stress during a crisis may require action, but the right steps will depend on your situation. If a crisis has you working from home and looking after your kids while trying to get your normal job done, talk to your supervisor about your options. Maybe you can work different hours or plan for certain breaks when you can focus on your kids, but you first have to identify the issue and talk it through.

If you are concerned about going into work or handling new job responsibilities during a crisis, voice these concerns to learn more about what precautions your organization is taking. If you are handling safety-sensitive tasks or learning new responsibilities, take your time and ensure you have the proper Personal Protective Equipment (PPE). The middle of a crisis is not the time for shortcuts, so follow the proper steps for every job and encourage your co-workers to do the same.

STAY HEALTHY

When dealing with stress, our physical and mental health can sometimes fall to the wayside. Focus on keeping your body and mind healthy to help manage your stress during a crisis.

- **Get at least seven hours of sleep each night**
- **Get some form of regular exercise, even if it's just taking walks before or after work**
- **Take regular breaks, including when working remotely**
- **Eat healthy meals**
- **Make time for activities you enjoy**
- **Avoid focusing on work once you are finished for the day**
- **Practice strong personal hygiene and take time off when sick**
- **Follow the recommendations of local health authorities**

No crisis or stressful situation is the same, but these steps can help ease anxieties in difficult times. Be sure to care properly for yourself so you can ensure the safety of those around you.

