

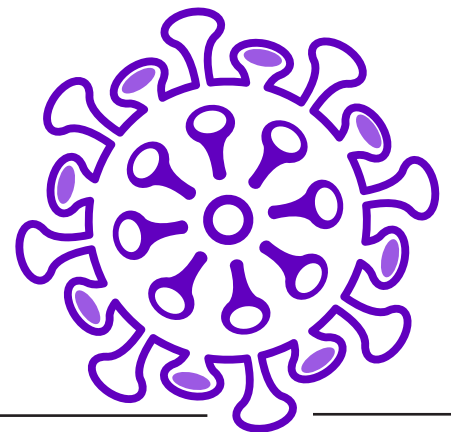
# COVID-19: WHAT YOU NEED TO KNOW

According to the World Health Organization (WHO), coronaviruses are a large family of viruses that may cause illness in animals or humans. The most recently discovered coronavirus causes COVID-19. This new virus and disease were unknown before the outbreak began in Wuhan, China.

To assist you with preparing your workplaces for COVID-19, MHI has produced this packet of information that contains tips from the Centers for Disease Control and Prevention (CDC), the WHO, and Occupational Safety and Health Administration (OSHA). MHI encourages you to visit the “Helpful Resources” section of this packet, where you will find links to more detailed guidance and recommendations from the CDC, the WHO, and OSHA.

## What is coronavirus disease 2019?

Coronavirus disease 2019 or COVID-19 is a respiratory illness that can spread from person to person. The CO stands for “corona,” the VI stands for “virus,” the D stands for “disease,” and 19 stands for 2019. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China, in December 2019.



## What are the symptoms of COVID-19?

Patients with COVID-19 have experienced mild to severe respiratory illness. Reported symptoms include:



Fever



Cough



Shortness of Breath



Night Sweats

## How does COVID-19 spread?

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

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses or inhaled into the lungs of people who are nearby.
- Some studies suggest COVID-19 may be spread by people who show no symptoms.

Research suggests it may be possible to contract COVID-19 by touching a surface or object that has the virus on it and then touching your own mouth, nose, or eyes. This is not thought to be the main way COVID-19 spreads, but scientists and medical professionals are still learning more about this virus. The CDC recommends people practice frequent “hand hygiene,” which means washing hands with soap and water or using an alcohol-based hand sanitizer that contains at least 60 percent alcohol. The CDC also recommends routine cleaning of frequently touched surfaces.

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## PROTECTING YOURSELF AND OTHERS

Below are some tips from the CDC, the WHO and OSHA to help protect yourself and employees from COVID-19. MHI has created a flyer that can be posted in your facilities titled “COVID-19 Infection Prevention Tips.” MHI also encourages you to visit the CDC, the WHO and OSHA websites under the “Helpful Resources” section, where you will find the latest and most updated guidance.

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### Clean your hands often



Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place or after blowing your nose, coughing, or sneezing.

If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol to disinfect your hands.

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

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### Cover your mouth when you cough or sneeze

The CDC recommends that people always wear a cloth face covering to cover their nose and mouth in any community setting.



When you cough or sneeze, always cover your mouth and nose with a facial tissue or use the inside of your elbow.

Throw used tissues or anything used on your face, such as napkins and paper towels, in the trash, and immediately wash your hands with soap and water for at least 20 seconds.

Remember, if soap and water are not readily available, disinfect your hands with a hand sanitizer that contains at least 60% alcohol.

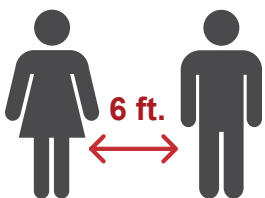
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### Avoid close contact with other people

Stay home as much as possible, even if you are not sick.

Put distance between yourself and other people:

- Remember, some people without symptoms may be able to spread COVID-19.
- Keeping distance is especially important for people who are at higher risk of getting sick (e.g., the elderly or people with preexisting conditions).



Avoid contact with people who are sick.

If you are sick, stay home.

# PROTECTING THE WORKPLACE

To reduce the risk of a COVID-19 outbreak at your place of business, the CDC, WHO, and OSHA have provided recommendations for preparing your workplaces. MHI has highlighted some of this guidance below.

MHI also encourages you to visit the CDC, the WHO and OSHA websites under the “Helpful Resources” section, where you will find the latest and most update information, including a link to OSHA’s detailed guidance on “Preparing Workplaces for COVID-19.”

## Actively encourage sick team members to stay home

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Develop policies that encourage sick employees to stay at home without fear of reprisal and make sure employees are aware of these policies.

Develop policies that encourage employees who live with a person who tests positive for COVID-19 to stay home.

## Promote etiquette for coughing, sneezing and handwashing

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Promote frequent and thorough hand washing, for at least 20 seconds, and provide employees with facial tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol.

Add portable handwashing stations, and consider adding breaks for hand washing.

Provide disinfectant wipes and have hand sanitizer available at common touch points throughout facilities.

## Wear Personal Protective Equipment (PPE)

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Ensure appropriate PPE such as gloves, facemasks, and eye protection are available for employees. The CDC recommends that people always wear a cloth face covering to cover their nose and mouth in any community setting.

## Perform routine environmental cleaning

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Clean and disinfect frequently touched objects and surfaces multiple times a day, including machine or heavy equipment controls, community workstations, tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. Be sure to also clean shared spaces, such as locker rooms, breakrooms, and lunchrooms, at least once per day. Dirty surfaces can be cleaned with soap and water prior to disinfection.

## Provide education and training materials

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Be sure materials are easily accessible, in an easy to read and understand format, and are in the appropriate language and literacy level for all employees. The following CDC webpage has many resources in a variety of different languages:

<https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html>

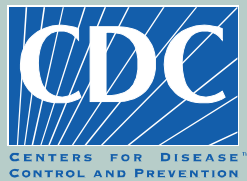
## Implement practices that limit in-person contact and visitors to the workplace —

Try to maintain a minimum of six (6) feet between each worker. To adhere to social distancing requirements, actively encourage flexible work arrangements, such as staggered shifts and lunch breaks. If this is not possible or practical, wear appropriate PPE.

Reduce the size of any group or gathering to fewer than ten (10) people and make every effort to eliminate unnecessary in-person meetings. Promote small groups by staggering breaks, staggering facility meetings and adding lunch periods.

Heighten control over visitors and implement a strict critical visitor only policy.

### HELPFUL RESOURCES



[Cleaning and Disinfecting Your Facility](#)

[Cleaning and Disinfection for Community Facilities](#)

[Preparing Your Business and Employees for the Effects of COVID-19](#)

[CDC Fact Sheets about COVID-19 for Distribution/Posting](#)



**World Health Organization**

[Getting Your Workplace Ready for COVID-19](#)

[Basic Protective Measures Against the New Coronavirus \(Download Materials\)](#)



[Guidance on Preparing Workplaces for COVID-19 Control and Prevention](#)

### Limit Work Travel

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Develop a limited travel policy that minimizes potential employee exposure to COVID-19.

When traveling for work (including traveling to, from, or during work) minimize ridesharing. If multiple employees must be in a vehicle together, ensure there is adequate ventilation. Open windows (and keep them open) as much as possible.

### Develop Policies and Procedures for Prompt Identification and Isolation of Sick People

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Employers should develop policies and procedures for employees to report when they are sick or experiencing symptoms of COVID-19, and advise employees to self-monitor for signs and symptoms of COVID-19.

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, visitors, and others at a worksite. Create a policy for if/when an employee tests positive for COVID-19, which may require closing the facility and having critical team members work from home.

Act immediately if anyone gets sick while at work. Immediately separate the employee (or employees) from other employees, customers, and visitors, and send the employee (or employees) home. If necessary, move all other employees, customers, and visitors out of the room or area. Follow CDC guidelines for cleaning and disinfecting all areas the sick employee visited or may have visited.