COVID-19 is a virus that spreads easily and could make people really sick. It is caused by a germ that enters the body through the eyes, nose or mouth.

- Directly enters the body from the droplets of a **cough** or **sneeze** of an infected person landing in their own eyes, nose or mouth
- Indirectly enters the eyes, nose or mouth from **dirty hands** that have touched a contaminated surface.

**People can spread the virus without feeling sick.** Symptoms may appear within 2-14 days of exposure.

### How to Protect Yourself

- **Social distancing:** leave at least 6 feet between all people
- **Hand hygiene:** wash hand for at least 20 seconds with soap and water or rub hands for 20 seconds with an alcohol based hand rub
- **Frequent cleaning:** thoroughly clean all surfaces with EPA approved disinfectants
- **Don’t touch your face** (including mouth or nose)

### How to Protect Others

- **Wear a sneeze guard** at all times unless other PPE is required
- **Cover cough/ sneeze** inside your elbow or with a tissue and dispose of immediately
- **Monitor for symptoms:** fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, loss of taste or smell
- **Stay at home:** whenever you are sick; report your symptoms to management

### Personal Protective Equipment (PPE) and Safety Quick Tips

- Wash your hands between each step of applying and removing PPE/sneeze guard.
- Don’t touch the outside of the PPE/sneeze guard. If you do, wash your hands.
- While removing PPE, carefully remove PPE by not touching potentially contaminated surfaces.
  - Masks should be removed from the straps and not the front of the mask
  - Goggles should be removed by the sides
  - If wearing a gown, remove the gown carefully to not contaminate your clothes
- If you have disposable equipment, dispose immediately after use.
- If you have reusable PPE, clean immediately (if possible) or store safely.
- To limit cross contamination-remain in your specific work area.
- To help reduce possible spread of COVID-19, we encourage you to use the decontamination stations at your Facility. Decontaminate your shoes, radio, utility belt, and other frequently touched items on your person
- Know your zone and the PPE for that zone: