

# Preparing to Reopen Green County

**Business Reopening Toolkit:  
Strategies, Checklists, and  
Recommendations from Green  
County Public Health**



Green County Public Health  
Prevent. Promote. Protect.

Last Updated Monday May 18, 2020



## **Table of Contents**

What is COVID-19 and How Does it Spread.....	1
Keeping Your Employees Safe.....	2
Safety in the Office Check List.....	6
Safety in Retail Spaces Check List.....	8
Recommendations for Designated Shopping Hours.....	10
Cleaning & Disinfecting.....	11
Cleaning & Disinfecting Your Building if Someone is Sick.....	13
Policies.....	14
Example Sick Policy.....	15
Example Hand Washing Policy.....	16
General Business Resources.....	17
Green County Contact Information.....	18
Appendix.....	19

## **What is COVID-19 and How Does it Spread?**

COVID-19 is a virus thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about six feet).
- Through respiratory droplets produced when an ill person coughs or sneezes.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be breathed into the lungs.

It may be possible that a person could get COVID-19 by touching a surface or object with the virus on it and then touching their own mouth, nose, or eyes.

People are thought to be most contagious when they are most symptomatic. Symptoms may appear 2-14 days after exposure to the virus. People may still spread the virus when they do not have symptoms. People with any of these symptoms may have COVID-19:

- Fever
- Cough
- Shortness of breath
- Sore throat
- Headache
- Chills
- Loss of sense of taste or smell
- Abdominal pain
- Nausea
- Diarrhea
- Muscle aches
- Fatigue

# Keeping Your Employees Safe

## Employee Screening & Monitoring

- Employees must report contact with any person who tests positive for COVID-19 to their supervisor.
- Any staff member who reports they have a household member or are a close contact of someone who is positive for COVID-19 should not report to work.
- Perform regular symptom and body temperature monitoring on-site for employees or have employees monitor their symptoms and own temperatures at home and report them daily.
- Employees exhibiting any symptom should not report to work.
- Employers should encourage staff to utilize local healthcare systems and COVID-19 hotlines for questions regarding symptoms.

## Examples of How to Implement Active Monitoring:

- Have one or two entrances that staff are required to use. Station a designated staff member at the entrance to ask screening questions (and, if applicable, take temperatures).
- For staff who are self-monitoring, require them to complete a paper or electronic version of the monitoring questionnaire and allocate management to look through the answers and identify any staff members who should not be working.

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## Employee Interactions:

- Require employees to work from home if applicable, except the minimum required for baseline on-site functions.
- Limit in-person meetings of any size (internal or external) and employee convening (formal or informal) to those deemed essential. Communicate virtually whenever possible.
- Reduce on-site work hours to the minimum needed to sustain operations.
- Avoid having employees working within six feet of one another. When possible, have employees work with the same employees each day.
- Workers who have frequent, close contact with customers or other workers may need to wear some combination of a face mask, a face shield and/or goggles.
- Personal Protective Equipment (PPE) for workers will vary by work task and the types of exposures workers have on the job.
- The CDC recommends wearing cloth face coverings in public settings, especially in areas of community transmission. Face coverings are not PPE and are not appropriate where masks or respirators are required. See appendix for instructions for wearing and washing homemade face masks.
- Encourage employees to self-disclose if they feel they are at higher risk (immune compromised, over the age of 60, underlying health conditions), and allow them the option to be re-assigned to tasks that do not require direct contact with others.
- Stagger use of all shared spaces, including bathrooms, breakrooms and lunchrooms, and frequently clean those spaces.
- If feasible, use plastic sheeting, plexiglass, or another transparent barrier to separate workers from customers, such as:
  - At check-in desks
  - At cash registers
  - Between the front and rear seats of vehicles
- No hand shaking or other forms of physical contact.

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## Hand Washing:

- Hand washing is one of the best ways to reduce virus transmission. Employers should adopt a policy that includes thorough and frequent hand washing for employees with specific times when hand washing is expected.
- Put up visual reminders; display in all bathrooms, break rooms, food preparation areas, staff meeting rooms, by time clocks/computers, and in other locations where staff frequent. See appendix for hand washing signage resource.

## Limiting Traffic Flow:

- Post signage on entry doors and other areas visible to customers, reminding of safety recommendations. See appendix for sample tips for staying safe signage.
- Stagger facility entry and exit to maintain at least six feet of physical distancing at all times.
- Tape off six-foot by six-foot boxes on the floor of areas where customers queue up, such as at check-in desks or check out-registers.
- If you have a business where curbside pickup service has been used, continue to do so when possible.
- Offer specific shopping hours for vulnerable populations only, ideally when cleaning has recently taken place.

## Sanitation and Hygiene:

- Make hand sanitizer and disposable disinfectant wipes available in employee and customer areas.
- Make sure bathrooms are fully stocked with soap and hand towels, and sinks are in working order.
- Do not share food or beverages.
- Eliminate self-serve water, coffee, candy, etc.

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## Handling Symptomatic Customers:

- If a customer clearly has symptoms, a manager may tactfully ask the customer to leave the premises for the protection of employees and customers.
- If the customer refuses to comply and the situation escalates, management should enact whatever their normal system is for handling escalated customers.

## Travel

- Institute a policy that minimizes out-of state and international travel, both business and personal.
- Any employee returning from high-risk travel must notify their employer, quarantine for 14 days, and be symptom-free before returning to work.
- Non-essential travel is highly discouraged and may result in the need to quarantine

## Considerations for Cloth Face Coverings:

If you are able to procure or make cloth face coverings for your employees, you should provide them to staff. Face coverings should be washed in warm water with detergent daily and whenever soiled. Employees should be reminded that face coverings protect other people from their germs but do not provide good protection for that employee against other people's germs. Physical distancing is the best line of defense and should be maintained between both employees and customers. See the appendix for cloth face covering informational resource.

Providing face coverings for customers has a variety of issues and resource concerns. Please keep in mind that children and people with certain conditions may not be able to wear cloth face coverings safely and should not be universally required to.

Learn how to make face coverings here: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>

## **Safety in the Office Checklist**

### **At the Entrance:**

- Ensure employees are being screened for symptoms before entering the building
  - Do not let employees come to work if they are having any symptoms
- Post signage reminding employees and visitors of the symptoms of COVID-19
- Restrict the number of employees present on premise to no more than is strictly necessary to perform essential operations until gathering restrictions are removed
- Provide tape or other means of marking on the floor to show people where to stand to remain 6 feet apart if you have a reception or gathering area
- Promote flexible/remote work schedules to reduce the number of employees in the office at any given time
- Disinfect high touch surfaces like door handles, light switches, and restrooms frequently using an EPA approved disinfectant effective against COVID-19
- Eliminate self-serve water, coffee, and candy dishes

### **Receiving Deliveries:**

- If providing delivery services or receiving deliveries, utilize no contact strategies to avoid unnecessary face to face contact (no door to door sales)
- Limit and/or designate areas that packages and mail can be dropped off minimizing the number of delivery drivers coming into your office space

### **Throughout the Office:**

- Spread out workstations so employees can remain 6 feet apart at all times
- Limit sharing of equipment/electronics like phones, computers, etc. and disinfect between employee use
- Minimize contact between employees
- Limit/eliminate in-person meetings, use ZOOM, Skype, or other means of meeting that are not in person whenever possible
- No hand shaking, high fives, fist bumps, other direct person to person contact
- Provide hand sanitizer stations
- Send sick employees home immediately, have them call for a test, and disinfect their work area



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- Maximize curbside pick-up or delivery for customer service
- Consider installing high-efficiency air filters if possible
- Increase ventilation rates
- Increase the percentage of outdoor air that circulates into the system
- Install physical barriers, such as clear plastic sneeze guards, if able in reception areas or high interaction areas

### **In Shared Spaces:**

- Ensure sinks in break rooms and restrooms are always stocked with soap and disposable paper towel
- Remove extra chairs and tables in break room to allow people to remain 6 feet apart; consider staggering breaks and lunch to accommodate 6 foot distance between people
- Disinfect high touch surfaces in these areas frequently
- Discontinue shared snacks or potluck style-food activities
- Consider installing high-efficiency air filters if possible
- Increase ventilation rates
- Increase the percentage of outdoor air that circulates into the system
- Install physical barriers, such as clear plastic sneeze guards, if able in reception areas or high interaction areas

## **Safety in Retail Spaces Check List**

### **At the Entrance:**

- Post signage reminding customers and employees to check for symptoms and do not come into the store if they are sick
- Provide hand sanitizer/sanitizer wipes for wiping cart or basket handles and encourage their use
- Maintain secondary exits accessible in case of emergency
- Encourage curbside pickup and delivery
- Limit number of customers in the store at any given time based on current guidance
- Offer at least two hours per week of dedicated shopping time for vulnerable populations (people over 60, pregnant women, and those with chronic conditions like heart disease, diabetes, and lung disease)
- Establish lines to regulate entry in accordance with the above occupancy restrictions with markings for patrons to enable them to stand at least six feet apart from each other while waiting (consider alternatives to lines such as allowing customers to wait in their cars for a text or call when it's their turn to enter)

### **Throughout the Store:**

- Provide arrows encouraging one-way traffic up and down store aisles
- Provide tape or other means of marking on the floor to show customers where to stand 6 feet apart from others when waiting in high traffic areas (at the deli or post office counter)
- Use PA system to message social distancing and shopper safety to customers
- Encourage use of cart to facilitate social distancing
- Limit/stagger times when vendors or employees are stocking shelves
- Provide hand sanitizer stations
- Minimize contact between employees and customers and maintain physical distance amongst employees as well
- Disinfect high touch surfaces frequently
- Make sure restrooms are stocked with hand soap and disposable paper towels

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### **Throughout the Store (continued):**

- Discourage employees from sharing phones, desks, offices, or equipment/tools they need to do their jobs (disinfect between use when shared equipment is required)
- Allow employees to wear cloth face covering if they choose; consider making it mandatory for those without health conditions that preclude them from using safely (e.g. difficulty breathing)
- Ensure employees are being screened or screening themselves for symptoms before entering the building, and throughout their work day
- Send sick employees home immediately, ask them to call for a test, and disinfect their work area
- Use the [Quarantine and Isolation Decision Tree](#) to determine how long the employee must be away of work
- Encourage curbside pickup and delivery
- Consider installing high-efficiency air filters if possible
- Increase ventilation rates
- Increase the percentage of outdoor air that circulates into the system
- Install physical barriers, such as clear plastic sneeze guards, if able in reception areas or high interaction areas

### **At the Check-Out:**

- Use markings on the floor to show customers where to stand
- Use every other check-out lane to maintain physical distancing based on current guidance
- Disinfect high touch surfaces as often as possible (key-pads, pens, conveyor belts) with an EPA approved disinfectant effective against COVID19
- Provide hand sanitizer to employees to use between customers
- Install physical barriers such as clear, plastic cough/sneeze shields

## **Recommendations for Designated Shopping Hours:**

Specific members of our community are at higher risk for developing severe complications of illness, including COVID-19.

We recommend that retail stores provide designated shopping times that are only for high-risk individuals. Designated hours should ideally include times when cleaning activities have just been completed and items have been recently restocked.

Populations that should be considered for such designated shopping hours include individuals who are:

- Over the age of 60
- Immune-compromised because of pre-existing health conditions (e.g. diabetes, heart disease, lung disease) or medications like
- chemotherapy
- Pregnant or those with a child under the age of 2 years that they cannot leave at home with another caregiver

## **Cleaning & Disinfecting**

- Clean and disinfect frequently touched surfaces daily with soap and water and then a bleach solution, alcohol, or disinfectant. Frequently touched surfaces may include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- Wipe down any shared equipment, such as work spaces, lunch room items, copy machines, carts, baskets, etc. throughout the day.
- Clean common areas between shift changes.
- EPA-registered household disinfectants are recommended. A list of disinfectants can be found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- Follow the instructions on product labels to ensure safe and effective use of the product. Many products recommend:
  - Keeping the surface wet for a period of time (see product label).
  - Precautions such as wearing gloves and having good ventilation during use of the product.
  - Diluted household bleach solutions may be used if appropriate for the surface.
  - Check the label to ensure it is intended for disinfection and not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening, may not be suitable for disinfection.
  - Unexpired household bleach will be effective against coronaviruses when properly diluted. Follow the manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Leave the solution on the surface for at least 1 minute. To make a bleach solution, mix: 5 tablespoons (1/3 cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water. Unused solution should be discarded if not used within 24 hours.
- Alcohol solutions with at least 70% alcohol may be used.

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### **Soft Surfaces:**

- For soft surfaces such as carpeted floor, rugs, and drapes:
  - Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
  - Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry.
  - Disinfect with an EPA-registered household disinfectant.

### **Electronics:**

- For electronics, such as tablets, touch screens, keyboards, remote controls, copy machines, and ATM machines:
  - Consider putting a wipeable cover on electronics.
  - Follow the manufacturer's instruction for cleaning and disinfecting.
  - If no guidance is given by the manufacturer, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surfaces thoroughly.
  - Never spray solutions directly onto electronic devices.

### **Laundry:**

- For clothing, towels, linens and other items:
  - Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
  - Wear disposable gloves when handling dirty laundry from a person who is sick.
  - Do not shake dirty laundry.
  - Clean and disinfect clothes hampers/baskets according to guidance above for surfaces.
  - Do not share clothes hampers/baskets.
  - Remove gloves and wash hands right away.

## **Cleaning & Disinfecting Your Building if Someone is Sick**

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area. Wait 24 hours before cleaning or disinfecting to ensure safety of the person cleaning. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection.
- Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
- Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wash your hands often with soap and water for 20 seconds.
- Always wash immediately after removing gloves and after contact with a person who is sick.
- Hand sanitizer: If hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% (70% preferred) alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

## **Policies**

- Public health may contact businesses about employees who have tested positive.
- Employees who have symptoms consistent with COVID-19 should notify their supervisor that they will not be attending work and should not be allowed to work.
- If an employee has COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and
- Health Insurance Portability and Accountability Act (HIPAA), and not share anything about the employee's illness with other staff members. This may be difficult, especially for smaller organizations, but every effort must be taken to maintain confidentiality.
- Employees who are well but have had contact with a COVID-19 positive person or have a family member at home who is sick with COVID-19 must notify their supervisor that they will not be attending work. They will need to quarantine themselves and any other household contacts. Family medical leave or other legal contracts may apply.
- Employees who travel outside of their "typical community" for non-essentials should report this to their work supervisor.

### **Handling Sick Employees or Employees Who Have Had Close Contact with COVID-19:**

- Inform employees of the signs and symptoms of COVID-19 and that employees need to report when they are sick or experiencing fever (>100.4°F) and/or respiratory symptoms (for example, cough, shortness of breath). Confidentiality will be maintained to preserve employee privacy.
- Employees who become ill at work should be sent home immediately. They should be advised to contact their healthcare provider to determine if they should be tested.
- Employees who have symptoms of respiratory illness and call in sick should stay home and not come to work until:
  - They are free of fever (>100.4°F) and/or respiratory symptoms (for example, cough, shortness of breath) for at least three days (72 hours) without the use of fever-reducing medicine (ex: Tylenol/acetaminophen, ibuprofen, etc.); AND
  - 10 days have passed since symptoms first appeared.
- Employees who have been exposed to a person with COVID-19 should stay home from work and self-monitor for symptoms (fever, cough, shortness of breath, etc.) for at least 14 days from the date of last contact with the ill individual.



## Example Sick Policy

[BUSINESS NAME] is fully committed to safeguarding the health and safety of all staff and customers. For this reason, effective immediately,

[BUSINESS NAME] enacts the following policy applicable to all staff members, regardless of position or authority:

- All staff members will be screened or complete a “daily active monitoring” form regarding any symptoms they may have. This form must be completed on every employee at the beginning of every shift.
- All employees must immediately report symptoms associated with COVID-19 to their manager.
- Staff members who have any symptoms of fever OR respiratory illness will not be allowed to work.
- Staff members living in a household where individual member(s) have symptoms but have not been tested for COVID-19 or who tested positive for COVID-19 will not be allowed to work.
- Staff members who have recently traveled from an area where there is wide community spread or an outbreak/cluster of COVID-19 will not be allowed to return to work until 14 days after that most recent travel.

## **Example Hand Washing Policy**

[BUSINESS NAME] is fully committed to safeguarding the health and safety of all staff and customers. For this reason, effective immediately, all [BUSINESS] employees will be required to wash hands with soap and warm water frequently. If soap and water is not available, employees may use hand sanitizer, which [BUSINESS NAME] will provide. At a minimum, ALL employees must wash hands:

- At the beginning of each shift, before interacting with other staff or customers, or when disinfecting surfaces
- When switching business tasks, such as checking and stocking shelves
- Before and after all breaks
- After direct physical interaction with customers, staff or vendors
- After a cough, sneeze, or blowing your nose
- When hands are visibly soiled

We suggest that you create a visual version of this type of information (or use our resource on hand washing in the appendix of this document) and display it in all bathrooms, break rooms, food preparation areas, staff meeting rooms, by time clocks/computers, and in other locations where staff frequent.

## General Business Resources

**Wisconsin Economic Development Corporation:** <https://wedc.org/reopen-guidelines/>

**Centers for Disease Control and Prevention:** <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

**Wisconsin Department of Health Services:** <https://www.dhs.wisconsin.gov/covid-19/employers.htm>

## Resources by Industry

- General
  - <https://wedc.org/wp-content/uploads/2020/05/COVID-19-General-Guidelines.pdf>
- Agriculture
  - <https://wedc.org/wp-content/uploads/2020/05/COVID-19-Agriculture-Guidelines.pdf>
- Construction
  - <https://wedc.org/wp-content/uploads/2020/05/COVID-19-Construction-Guidelines.pdf>
- Entertainment/Amusement
  - [https://wedc.org/wp-content/uploads/2020/05/COVID-19-Entertainment-and-Amusement-Service-Guidelines\\_1.pdf](https://wedc.org/wp-content/uploads/2020/05/COVID-19-Entertainment-and-Amusement-Service-Guidelines_1.pdf)
- Gym/Fitness Center
  - <https://wedc.org/wp-content/uploads/2020/05/COVID-19-Gyms-and-Fitness-Facilities-Guidelines.pdf>
- Hair and Nail Salons
  - <https://wedc.org/wp-content/uploads/2020/05/COVID-19-Hair-Nail-Salons-Guidelines-2.pdf>
- Hospitality/Lodging
  - <https://wedc.org/wp-content/uploads/2020/05/COVID-19-Lodging.pdf>
- Manufacturing
  - <https://wedc.org/wp-content/uploads/2020/05/COVID-19-Manufacturing-Guidelines.pdf>
- Outdoor Gatherings
  - <https://wedc.org/wp-content/uploads/2020/05/COVID-19-Outdoor-Gatherings-Guidelines.pdf>

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- Outdoor Recreation
  - <https://wedc.org/wp-content/uploads/2020/05/COVID-19-Outdoor-Recreation-Guidelines.pdf>
- Professional Services
  - <https://wedc.org/wp-content/uploads/2020/05/COVID-19-Professional-Services-Guidelines.pdf>
- Public Facilities
  - <https://wedc.org/wp-content/uploads/2020/05/COVID-19-Public-Facilities-Guidelines.pdf>
- Restaurants
  - [https://wedc.org/wp-content/uploads/2020/05/COVID-19-Restaurants-and-Food-Service-Guidelines\\_1.pdf](https://wedc.org/wp-content/uploads/2020/05/COVID-19-Restaurants-and-Food-Service-Guidelines_1.pdf)
- Retail
  - [https://wedc.org/wp-content/uploads/2020/05/COVID-19-Retail-Services-Guidelines\\_1.pdf](https://wedc.org/wp-content/uploads/2020/05/COVID-19-Retail-Services-Guidelines_1.pdf)
- Transportation
  - <https://wedc.org/wp-content/uploads/2020/05/COVID-19-Transportation-Guidelines.pdf>
- Warehouse/Wholesale
  - [https://wedc.org/wp-content/uploads/2020/05/COVID-19-Warehouse-and-Wholesale-Trades-Guidelines\\_1.pdf](https://wedc.org/wp-content/uploads/2020/05/COVID-19-Warehouse-and-Wholesale-Trades-Guidelines_1.pdf)

## Questions? Contact:

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## **Appendix**

- Employee Symptom Monitoring
- Cloth Face Coverings: What You Need to Know
- Wash Your Hands Signage
- Physical Distancing Signage

## **Employee Symptom Monitoring of Coronavirus**

This is a list of suggested symptoms to ask your staff about each day prior to their shift.

**Anyone who has symptoms of coronavirus, a fever, or is feeling unwell should return home or stay home from work.**

If an employee reports having shortness of breath **CALL 9-1-1.**

- |                           |                              |
|---------------------------|------------------------------|
| 1. Temperature            | 8. Sore Throat               |
| 2. Chills                 | 9. Fatigue                   |
| 3. Difficulty Breathing   | 10. Muscle Aches             |
| 4. New or worsening cough | 11. Headache                 |
| 5. Runny Nose             | 12. Loss of smell or taste   |
| 6. Nausea/Vomiting        | 13. Generally feeling unwell |
| 7. Diarrhea               | 14. Other, specify           |

### **Additional Questions:**

- Sometimes, people feel “off” before they develop symptoms. Do you feel “different” today than you did yesterday? Do you have any symptoms that are not normal for you this time of year?
- Is there anyone else in your household that has any symptoms?
- In the past 14 days, have you been in contact with someone who was diagnosed with COVID-19?
- In the past 14 days, have you traveled any place outside of Green County?



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# Cloth Face Coverings: What You Need to Know

## Why Wear a Cloth Face Covering?

Cloth face coverings help keep those around you from becoming contaminated with coronavirus. When others wear face coverings, they're helping prevent transmission to you. Face coverings are also useful in helping someone avoid directly touching their mouth or nose.

## How to Wear a Cloth Face Covering

Cloth face coverings should - fit snugly yet comfortably around the sides of the face, be secured with ties or ear loops, include multiple layers of fabric, allow for breathing without restriction, be able to be laundered and machine dried without damage.

## Should Cloth Face Coverings be Washed?

Yes, they should be routinely washed depending on frequency of use. A washing machine is sufficient in washing a cloth face covering.

## How to Safely Remove a Cloth Face Covering

Be careful not to touch your eyes, mouth, or nose when removing your face covering and wash your hands immediately after removal.

## How to Protect Yourself From COVID-19

Stay home as often as you can and limit travel to only essential trips. When you do have to go in to public, practice social distancing, wear a mask, and use good hand hygiene. Make sure to wash your hands or use hand sanitizer often.



# WASH YOUR HANDS

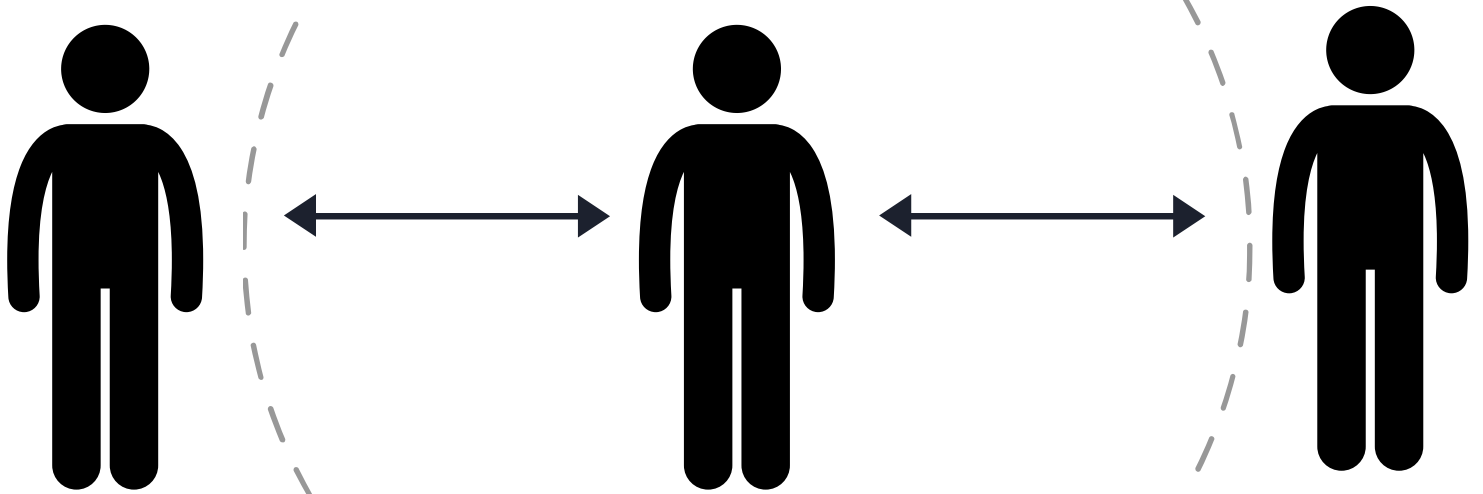


- 1** Wet your hands with clean running water and apply soap.
- 2** Lather your hands by rubbing them together. Make sure to get the backs of your hands, between your fingers, and under your nails.
- 3** Scrub your hands for at least 20 seconds. Hum the "Happy Birthday" song twice if you need a timer.
- 4** Rinse your hands well under clean water. Make sure the water runs into the sink and not down your elbows.
- 5** Dry your hands under a clean towel or air dry them.





# PRACTICE PHYSICAL DISTANCING



**To help prevent the spread of coronavirus. Stay at least 6 feet away from other people.**

