



## COVID-19 Resource Use Guide

### HOW TO PROTECT YOURSELF AND OTHERS \*

- ▶ If you do not feel well or have any symptoms of illness (i.e., fever, cough, or shortness of breath) \*, notify your supervisor immediately and stay home.
- ▶ If you are well but have contact with someone who is suspected of or tested positive for COVID-19, notify your supervisor before coming to work. \*
- ▶ Clean your hands often.
- ▶ Avoid close contact with others.
- ▶ Cover mouth and nose with cloth face cover when others are around.
- ▶ Cover coughs and sneezes with tissue or elbow.
- ▶ Clean and disinfect surfaces regularly.

### CLEANING YOUR HANDS

Washing your hands is always the best option. If washing your hands is not an option, you may use an alcohol-based hand sanitizer (>60% alcohol).

#### Washing your hands: \*

- ▶ Wet your hands with running water.
- ▶ Apply soap and lather (Be sure to get the backs, under nails and between fingers).
- ▶ Scrub for at least 20 seconds.
- ▶ Rinse under running water.
- ▶ Dry with a paper towel.
- ▶ Use paper towel to turn off faucet and, if possible, to open doors when leaving the bathroom.
- ▶ Dispose of paper towel in a lined trash can.



1  
Wet hands with water.  
Apply soap.



2  
Scrub for 20+ seconds  
or sing ABCs.



3  
Palms and back of hands



4  
Between fingers



5  
Base of thumbs



6  
Under nails

#### Using hand sanitizer:

- ▶ Wet your hands with hand sanitizer.
- ▶ Apply sanitizer to backs, under nails, and between fingers.
- ▶ Allow sanitizer to air dry.
- ▶ Wash your hands at the next opportunity.



7  
Wrists



8  
Rinse in running water.



9  
Dry with clean towel.  
Use towel to turn off faucet  
and open door.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is recommended that you wear gloves and face coverings.

### Donning (putting on) PPE:

- ▶ Wash your hands.
- ▶ Put on and adjust face covering to snugly fit over mouth and nose.
- ▶ Put on gloves.

### Doffing (removing) PPE:

- ▶ Remove gloves \*
  - *Do not touch the outside of the glove with your bare hand.*
  - Grasp outside of one glove near the cuff with a gloved hand.
  - Peel glove away from your body to remove and cup removed glove in your gloved hand.
  - Place two fingers inside the cuff of the remaining glove and peel off.
  - Second glove should turn inside out with the first glove inside it.
  - Dispose of gloves in lined trash can.
  - *Never reuse gloves.*
- ▶ Wash your hands.
- ▶ Remove face covering by ties or elastic.
  - *While wearing and taking off your face covering, do not touch the front of the face covering.*
  - If face covering is disposable, deposit in a lined trash can.
  - If face covering is reusable, store in plastic bag until it can be laundered. Dispose of plastic bag once face covering is removed for laundering. See laundering tips under "HEADING HOME AT THE END OF THE DAY."
- ▶ Wash your hands.

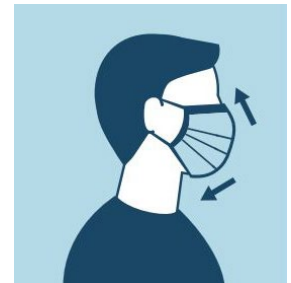


### Face Coverings \*

N95 respirators should be reserved for healthcare provider and emergency responders during the current shortage.

To be effective, cloth face coverings must:

- ▶ fit snugly but comfortably against the side of the face and
- ▶ be secured with ties or ear loops.



Disposable face coverings must:

- ▶ Must be disposed of properly after each use.

Cloth face coverings must:

- ▶ include multiple layers of fabric,
- ▶ allow for breathing without restriction,
- ▶ be laundered and machine dried after each use, and
- ▶ be replaced at first sign of damage or change to shape.



## CLEANING AND DISINFECTING YOUR FACILITY \*

- ▶ Wear gloves.
- ▶ Remove soil, if visible, and then disinfect.
- ▶ **Disinfect using WCSD-provided EPA-registered disinfectants to kill COVID-19:**
  - **Clorox Healthcare Hydrogen Peroxide Wipes:** \*
    - Wipe surface with towel until completely wet.
    - **Let wet surface stand for at least 1 minute.**
  - **Lysol IC Foaming Spray:**
    - Shake well. Point button to mark on rim.
    - Hold 6-8 inches from surface.
    - Spray surface until covered with foam.
    - **Let wet surface stand for at least 10 minutes before wiping.**
- ▶ Discard PPE and used cleaning products in the trash appropriately.
- ▶ Wash hands thoroughly after removing PPE.



Regularly disinfect surfaces commonly touched as people work. This includes door handles, light switches, telephones, cellular phones, pens, chairs, cabinet handles, computer keyboards, and computer mice. Do not use aerosol and foam cleaners on sensitive electronic equipment without first consulting manufacturer instructions.

## HEADING HOME AT THE END OF THE DAY

Upon returning home from public places or work, consider the following steps to keep those at home safe:

- ▶ Remove shoes before entering the living space.
- ▶ Remove work clothes and keep separated from other laundry or place directly in the washing machine, if possible.
- ▶ Shower and/or change clothes.
- ▶ Launder cloth face coverings between uses.
- ▶ Wear gloves when prepping and starting loads of laundry.
- ▶ Ensure that laundry does not touch any surfaces such as the clothes you are wearing.
- ▶ Disinfect containers used for soiled laundry and do not reuse for cleaned laundry
- ▶ Regularly disinfect commonly touched surfaces in your car and home, including handles on the exterior and interior, as well as switches and knobs.
- ▶ And always wash your hands.

\* Supplemental documents are available with additional information.