



CORONAVIRUS (COVID-19) PRECAUTIONS

Employee Information

As you are aware from recent news reports, Coronavirus has made its way to the U.S. The good news is that most U.S. Workers remain at Low Risk of Exposure! Without sustained human-to-human transmission, most American workers are not at significant risk of infection. Exposure risk may be elevated for some workers who interact with potentially infected travelers from abroad.

What is Coronavirus COVID-19?

Coronavirus Disease 2019, or COVID-19, is the disease caused by a new respiratory virus named SARS-CoV-2. COVID-19 was first identified in Wuhan, Hubei Province, China in December 2019.

What are the symptoms of COVID-19? People diagnosed with COVID-19 have reported mild to severe respiratory illness 2 to 14 days after exposure. Symptoms include: ***fever *cough *shortness of breath**

How does COVID-19 Spread? COVID-19, like other coronaviruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It's currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

Has anyone in the United States gotten infected? The current case count of COVID-19 in the United States is available at: <https://www.cdc.gov/coronavirus/2019ncov/cases-in-us.html> The current case count of COVID-19 in Michigan is available at: <https://www.michigan.gov/coronavirus>

Am I at risk for COVID-19 infection? This is a rapidly evolving situation and the risk assessment may change daily. The latest updates are available on [CDC's Coronavirus Disease 2019 \(COVID-19\) website](#).

Some people that may be at higher risk of getting very sick from this illness includes:

- Older adults
- People who have serious chronic medical conditions- Heart disease, Diabetes Lung disease

Is there a vaccine or treatments? There is not a vaccine or specific treatment recommended for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.

What can you do to take steps to protect yourself and others? The best way to prevent infection is to avoid being exposed to the virus. The simple everyday actions you can take to help prevent the spread of flu and other illnesses can help prevent the spread of coronaviruses. These include:

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. Assist young children with wash hands.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Avoid close contact** with people who are sick
- Put **distance between yourself and other people** if COVID-19 is spreading in your community (about 6 feet).
- Avoid sharing cups, or sharing eating utensils

Cover coughs and sneezes

- **Cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow or upper shirt sleeve.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Wear a facemask if you are sick

- **If you are sick:** You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room.
- **If you are NOT sick:** You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers. *CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory illnesses, including COVID-19.*

Clean and disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

To disinfect:

Most common EPA-registered household disinfectants will work. A member of Management can supply the full list. Use disinfectants appropriate for the surface. **Options include:**

- **Clorox or Chlorine Bleach.** Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

When using any form of bleach-

- Dilute the product to 1:20 (3/4 cup to a gallon) and spray or flood surface; let stand 2 minutes.
- Secondary Label for Bleach and Water-Used if mixture is going to be kept for 24 hours. If you are mixing a bucket of bleach and water for immediate use and then disposing of it, you do not have to label the bucket. This mixture must be disposed of within 24 hours or it decreases its effectiveness. *Labels are available within the location.*
- **Alcohol solutions.** Ensure solution has at least 70% alcohol.
- **Clorox/Lysol Multi Surface Cleaner**
- **Clorox/Lysol Disinfecting Wipes**
- **Clorox/Lysol Toilet Bowl Cleaner**
- **Professional Lysol Disinfectant Spray**
- **Purell Professional Surface Disinfectant Wipes**

Practice good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

Be prepared with the following supplies:

- Maintain a two-week supply of water and food at home.
- Routinely check your regular prescription drugs to ensure that you won't run out. Keep non-prescription drugs and other health supplies on hand.

Follow training received throughout course of employment in:

- PPE (Personal Protective Equipment i.e. gloves, gowns, facemasks)
- Following OSHA and Universal Precautions-part of Annual Training, and located within the Exposure Control Plan (*location referenced below*)
- Exposure Control Plan (PPE, handwashing, isolation)
- Pandemic Response Plan-located in the Emergency Guidebook
- Corporate Emergency Plan-located in the Emergency Guidebook

Online Resources Available:

- LADD Website <https://www.laddinc.net>
 - Tab located directly on the home screen-location of most current information regarding Coronavirus.
 - LADD Directory-under Employee Log in
 - Section 1/Right to Know Book-Exposure Control Plan
- <https://www.michigan.gov/coronavirus>
- <https://www.cdc.gov/coronavirus>
- https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf

Here at LADD, a key part of our emergency planning and pandemic plan includes communication to our employees, people supported and other stakeholders. We will be keeping you informed via our Website and Facebook page. Questions can be directed to any member of Management (Office, Program Manager, Area Supervisor), or you can email Melissa Miles, Director of Quality Improvement & Systems at mmiles@laddinc.net.

Communication and quick response is key so it is important that you immediately report any signs of illness by you or the people we support so testing can occur. The local hospitals are setting up quarantine areas to be prepared for any issues that arise. The people we support, most often, only go out if staff are with them so in an effort to reduce exposure to them and you; we are suspending any unnecessary travel effective immediately.

Thank You for working together and **MAKING THE DIFFERENCE** and we will continue to keep you informed as new information is received or as the virus progresses.