

PUBLIC HEALTH EMERGENCY OPERATIONS PLAN

Town of Richmondville, Schoharie County, NY



FEBRUARY 4, 2021

This plan has been developed in accordance with New York State Labor Law section 27-c

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Promulgation

This plan has been developed in accordance with New York State Labor Law section 27-c.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

The Town of Richmondville also created a COVID-19 Employee Safety Plan, with Logs, Cleaning Guidelines, and Safety Posters. This COVID-19 Employee Safety Plan will be utilized for any/all future Public Health Emergencies in the Town of Richmondville. It shall be updated at the time for specific needs of the emergency.

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As the authorized official of the Town of Richmondville, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with New York State Labor Law section 27-c to address public health emergency planning requirements.

Dated: 03/24, 2021

Signature: _____

By: Richard T. Lape

Title: Town Supervisor

Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the New York State Labor Law section 27-c. Labor Law section 27-c requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to the Town of Richmondville. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our essential operations. The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance.
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety.
- The public and our constituency expects us to maintain a level of mission essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services.
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor.
- Per Labor Law section 27-c, an “essential” employee is defined as a public employee or contractor that is required to be physically present at a work site to perform their job.
- Per Labor Law section 27-c, a “non-essential” employee is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job.

Concept of Operations

The Town Supervisor of the Town of Richmondville, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Town Supervisor.

Upon the determination of implementing this plan, all employees and contractors of the Town of Richmondville shall be notified by email and/or in person, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Residents of Richmondville will be notified of pertinent operational changes by way of public notification email. The Town Supervisor will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Town Supervisor of the Town of Richmondville, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor’s office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Town Supervisor of the Town of Richmondville, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Essential Functions

When confronting events that disrupt normal operations, the Town of Richmondville is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Town of Richmondville

The Town of Richmondville has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of any one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of positions who may need to work in persons, while priority 3 identifies positions that can work remotely.

The essential functions for the Town of Richmondville have been identified as:

Essential Function	Description	Priority
Town Supervisor	Chief elected official, Chair & Board Member, Chief Executive & Administrator, Fiscal Officer and Represents Town at County BOS	1
Town Clerk, Registrar of Vital Statistics & Tax Collector	Clerk of the Town Board, In charge of Records, issues licenses/permits, files reports with county and State agencies, posts legal notices, responsible for financial accounting, purchasing and collecting taxes.	1
Superintendent of Highways	Responsible for maintenance and repair of town roads and public town infrastructure.	1
Building Inspector & Code Enforcement Official	Reviews/Approves building permits, handles home inspections as required for maintenance, serve official orders to remedy safety & health issues. Assists DOH in investigating complaints regarding public health law (including those for COVID-19).	1
Town Attorney	Provides legal assistance to Town	2
Assessor	Responsible for assessing real property in town for purposes of taxation	3
Dog Control Officer	Responds to dog abuse complaints, found/lost dog calls	3
Town Historian	Advocate for historic preservation and resource on questions related to history and preservation of historical nature.	3

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
 - i. Note that phone lines may need to be forwarded to off-site staff

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Town of Richmondville will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks, Hand Sanitizer, Face shields, Gloves, Cleaning/Sanitizing Supplies

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. As specified in Labor Law 27-c, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee during any given work shift for at least six months
 - b. Schoharie County Office of Emergency Services will procure and provide PPE as needed
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates
4. CDC and DOH COVID Guidance has been attached to this policy and will be adjusted in future to include current CDC and DOH infectious disease guidance. This will include, but not be limited to, OSHA/PESH regulation, 29 CFR 1910.132-136 as it applies to providing protection from the infectious disease and how it spreads (contact, droplet, aerosol, airborne). A hazard assessment will be conducted at time of hazard to determine the appropriate PPE needed in accordance with current CDC/DOH/OSHA guidance.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. The Town Supervisor (or Highway Superintendent) is responsible for ensuring that employees follow this policy.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the

potential of transmission.

- b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. The Town Supervisor (or Highway Superintendent) is responsible for ensuring that employees follow this policy. If the employee is able to work remotely, however, this will be the preferred method.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 3. Employees should not return to work until they have met the criteria to discontinue home isolation per public health guidance.
 4. The Town of Richmondville will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
 5. Public Health criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, Public Health or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).

- b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

As per the OSHA Hazard Communication Standard and the Emergency Planning and Community Right-to-Know (EPCRA), all employees handling cleaning and disinfecting materials will be trained about the specific chemicals that they are using. Copies of the Safety Data Sheet (SDS) for each chemical being used will be available onsite for employee review. All appropriate protections including PPE will be in place for these employees to prevent exposure to such chemicals.

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
2. Employees will clean common areas as they are used.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Town of Richmondville is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of the Town of Richmondville will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, the Town of Richmondville will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, the Town of Richmondville will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by the Town of Richmondville, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Town of Richmondville, and as such are not provided with paid leave time by the Town of Richmondville unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by the Town of Richmondville to support contact tracing within the organization and may be shared with local public health officials.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of Town of Richmondville's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, Town of Richmondville will coordinate with the Schoharie County Office of Emergency Services to help identify and arrange for these housing needs.



NY FORWARD SAFETY PLAN TEMPLATE

Each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: forward.ny.gov. If your industry is not included in the posted guidance but your business has been operating as essential, please refer to ESD's [Essential Business Guidance](#) and adhere to the guidelines within this Safety Plan. Please continue to regularly check the New York Forward site for guidance that is applicable to your business or certain parts of your business functions, and consult the state and federal resources listed below.

COVID-19 Reopening Safety Plan

Name of Business:

Industry:

Address:

Contact Information:

Owner/Manager of Business:

Human Resources Representative and Contact Information, if applicable:

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- ☐ Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- ☐ Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

- ☐ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- ☐ Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- ☐ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

How you will manage engagement with customers and visitors on these requirements (as applicable)?

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- ☐ Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

- ☐ Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

- ☐ Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- ☐ Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention](#) (CDC) and [Department of Health](#) (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

Who will be responsible for maintaining a cleaning log? Where will the log be kept?

- ☐ Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

- ☐ Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using [products](#) identified as effective against COVID-19?

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- ☐ Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- ☐ Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- ☐ Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

- ☐ If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- ☐ Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 [symptoms](#) in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

- ☐ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?

In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

Staying up to date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- ☐ Consult the NY Forward website at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.

State and Federal Resources for Businesses and Entities

As these resources are frequently updated, please stay current on state and federal guidance issued in response to COVID-19.

General Information

[New York State Department of Health \(DOH\) Novel Coronavirus \(COVID-19\) Website](#)

[Centers for Disease Control and Prevention \(CDC\) Coronavirus \(COVID-19\) Website](#)

[Occupational Safety and Health Administration \(OSHA\) COVID-19 Website](#)

Workplace Guidance

[CDC Guidance for Businesses and Employers to Plan, Prepare and Respond to Coronavirus Disease 2019](#)

[OSHA Guidance on Preparing Workplaces for COVID-19](#)

Personal Protective Equipment Guidance

[DOH Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees](#)

[OSHA Personal Protective Equipment](#)

Cleaning and Disinfecting Guidance

[New York State Department of Environmental Conservation \(DEC\) Registered Disinfectants of COVID-19](#)

[DOH Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)

[CDC Cleaning and Disinfecting Facilities](#)

Screening and Testing Guidance

[DOH COVID-19 Testing](#)

[CDC COVID-19 Symptoms](#)

STAY HOME.


STOP THE SPREAD.



SAVE LIVES.

TOWN OF RICHMONDVILLE FACILITIES

RECEPTION DESK VISITOR QUESTIONS

TEMPERATURE of 100.4 or Higher

NO → Proceed to Appointment 

YES → Wait 1 minute and retake Temp. → NO Temp. after retake → Proceed to Appointment 
 → YES Temp. after retake → NO ADMITTANCE 

Question #1:

Have you traveled outside of NY
in the past 10 days?

States that are considered acceptable / contiguous are listed below:

Vermont, Massachusetts, Connecticut, New Jersey & Pennsylvania

(Travel restrictions apply to the above states if stay was over 24 hours)

If you traveled outside of New York State, have you performed any of the following:
 -- Obtained a Covid-19 test within 3 days of departure, prior to arriving in NY?
 -- Upon arrival in NY, quarantined for 3 days?
 -- On day 4 of arrival, obtained another COVID-19 test?

Question #2:

Have you been in close contact with anyone
who tested positive for COVID-19 in the
past 10 days or who has or had symptoms
of COVID-19?

Question #3:

Have you tested positive for
COVID-19 in the past 10 days?

No → OK 

Question #4:

Have you experienced any
symptoms of COVID-19
in the past 10 days?

Yes → NO ADMITTANCE 

SYMPTOMS OF COVID-19: Fever, Cough, Shortness of Breath or Difficulty Breathing, Fatigue, Body Aches, Headache, Sore Throat, Congestion or Runny Nose, Nausea, Vomiting, Diarrhea, Loss of Taste or Smell

TOWN OF RICHMONDVILLE FACILITIES

[illegible]

TOWN OF RICHMONDVILLE COVID-19 SAFETY PLAN

EMPLOYEE DAILY HEALTH SCREENING

NAME: _____

DEPARTMENT: _____

Please take your temperature twice a day.

DATE														
AM / PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
TIME														
Temperature of 100.4 or higher	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No

Please answer the following questions once a day.

Have you traveled outside of NY in the past 10 days?	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Have you been in close contact with anyone who tested positive for COVID-19 in the past 10 days or who has or had symptoms of COVID-19?	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Have you Tested positive for COVID-19 in the past 10 days?	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Have you experienced any symptoms of COVID-19 in the past 10 days?	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

SYMPTOMS OF COVID-19: Fever, Cough, Shortness of Breath or Difficulty Breathing, Fatigue, Body Aches, Headache, Sore Throat, Congestion or Runny Nose, Nausea, Vomiting, Diarrhea, Loss of Taste or Smell.

TOWN OF RICHMONDVILLE FACILITIES

[illegible]



Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19

March 10, 2020

To help prevent spread of COVID-19, procedures and supplies should be in place to encourage proper hand and respiratory hygiene as well as routine cleaning and disinfection of high-risk locations. This guidance is provided for any local or state public or private facility so that owners, operators and other individuals can incorporate these procedures into their facility protocols.

Background:

In December 2019, a new respiratory disease called Coronavirus Disease 2019 (COVID-19) was detected in China. COVID-19 is caused by a virus (SARS-CoV-2) that is part of a large family of viruses called coronaviruses.

Hand Hygiene:

Signage with handwashing procedures should be posted in prominent locations promoting hand hygiene.

- Regular hand washing with soap and water for at least 20 seconds should be done:
 - Before and after eating.
 - After sneezing, coughing, or nose blowing.
 - After using the restroom.
 - Before handling food.
 - After touching or cleaning surfaces that may be contaminated.
 - After using shared equipment and supplies like electronic equipment such as keyboards, mice and phones.

What steps should be taken to clean and disinfect against COVID-19?

Now:

All settings should continue performing routine cleaning. High-risk locations (see below) warrant cleaning and disinfection on a regular schedule.

If an individual with laboratory confirmed COVID-19 was symptomatic while in a facility:

Clean and disinfect throughout the area.

If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Use of alcohol-based hand sanitizers by children should always be supervised by adults.

Respiratory Hygiene:

- Covering coughs and sneezes with tissues or the corner of elbow.
- Disposing of soiled tissues immediately after use.

Routine Cleaning:

As part of standard infection control practices, routine cleaning should be rigorous and ongoing, and time should be allocated for individuals to routinely clean. Surfaces touched most frequently should be prioritized for routine cleaning because these surfaces can be reservoirs for germs and an exposure pathway for transmission to people through contact with these surfaces.

Examples of priority areas for routine cleaning include:

- High contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles.
- Dust- and wet-mopping or auto-scrubbing floors.
- Vacuuming of entryways and high traffic areas.
- Removing trash.
- Cleaning restrooms.
- Wiping heat and air conditioner vents.
- Spot cleaning walls.
- Spot cleaning carpets.
- Dusting horizontal surfaces and light fixtures.
- Cleaning spills.
- Regular cleaning and laundering of linens.

Identify and routinely clean and disinfect high-risk locations even before a confirmed case of COVID-19 occurs.

Examples of high-risk locations include:

First Aid Station / Health Office:

- Clean and disinfect health cots regularly (after each use)
- Cover treatment tables and use pillow protectors
- Discard or launder coverings after each use

Restrooms

- Clean and disinfect all restroom surfaces, fixtures, door knobs, push plates, and switches (at least once daily).

Examples of frequently touched surfaces:

- Desks and chairs;
- Counters, tables and chairs;
- Door handles and push plates;
- Handrails;
- Kitchen and bathroom faucets;
- Appliance surfaces;
- Light switches;
- Handles on equipment (e.g., carts);
- Remote controls;
- Shared telephones;
- Shared computers, keyboards and mice
- Shared electronics and phones
- Shared computer keyboards and mice.

Note: Computer keyboards are difficult to clean due to the spaces between keys and the sensitivity of its hardware to liquids. When shared, they may contribute to indirect transmission. Locations with community use computers should provide posted signs regarding proper hand hygiene before and after using the computers to minimize disease transmission. Also, consider using keyboard covers to protect the hardware against spills and facilitate cleaning.

Dining Areas

- Clean and disinfect counters, tables, and chairs regularly (at least once daily).

Other Frequently Touched Surfaces

- Clean and disinfect frequently touched surfaces on a periodic schedule as operational considerations allow, which may range from at least daily to up to 72 hours.

Cleaning and Disinfection:

Cleaning removes germs, dirt and impurities from surfaces or objects. Disinfecting kills germs on surfaces or objects.

Individuals should use any protective equipment (e.g. gloves) as recommended on product labels. Carefully read and follow all label instructions for safe and effective use.

Step 1: Cleaning: Always clean surfaces prior to use of disinfectants in order to reduce soil and remove germs. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. Clean surfaces using water and soap or detergent to reduce soil and remove germs. For combination products that can both clean and disinfect, always follow the instructions on the specific product label to ensure effective use. In New York State, all state agencies and state authorities are required to use green cleaning products. For additional information on the laws regarding the use of green cleaning products, see the [Policies, Guidelines and Report](#) section of NY's Green Cleaning Program website.

Step 2: Disinfection: Cleaning of soiled areas must be completed prior to disinfection to ensure the effectiveness of the disinfectant product. Use the DEC [list of products](#) registered in New York State identified as effective against COVID-19. This list corresponds those identified by the EPA.

If these products are unavailable, disinfect surfaces using an EPA- and DEC*-registered disinfectant labeled to be effective against rhinovirus and/or human coronavirus. If these commercial products are unavailable, it is also acceptable to use a fresh 2% chlorine bleach solution (approximately 1 tablespoon of bleach in 1 quart of water). Prepare the bleach solution daily or as needed.

- Label directions must be followed when using disinfectants to ensure the target viruses are effectively killed. This includes adequate contact times (i.e., the amount of time a disinfectant should remain on surfaces to be effective), which may vary between five and ten minutes after application. Disinfectants that come in a wipe form will also list effective contact times on their label.
- For disinfectants that come in concentrated forms, it is important to carefully follow instructions for making the diluted concentration needed to effectively kill the target virus. This information can be found on the product label.

Step 3: Disposal: Place all used gloves and other disposable items in a bag that can be tied closed before disposing of them with other waste. Wash hands with

soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available. Soap and water should be used if hands are visibly soiled.

Procedures and Training:

If a laboratory confirmed case of COVID-19 was in a facility, perform cleaning and disinfection of all surfaces throughout the area. Cleaning and disinfection should be conducted by individuals who have been trained to use products in a safe and effective manner. Training should be ongoing to ensure procedures for safe and effective use of all products are followed. Training assures that individuals are reminded to read and follow use and safety instructions on product labels. It should also identify the location of all personal protective equipment (e.g., gloves) that should be used.

*NYSDEC registration will not be listed on disinfection product labels. Information about disinfection product registration with NYSDEC can be found at: <http://www.dec.ny.gov/nyspad/products>. If you have any questions about NYSDEC pesticide registration, please call the NYSDEC Bureau of Pesticide Management at 518-402-8748.

More information:

New York State Department of Health's COVID-19 Webpage:

<https://www.health.ny.gov/diseases/communicable/coronavirus/>

Centers for Disease Control and Prevention Webpage:

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

Schoharie County

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Guidelines for Cleaning IT Equipment and Telecommunications Devices

It is important to follow the Department of Health guidelines on keeping your work area clean. It is also important to understand that liquid damage caused by user cleaning isn't covered under product warranty or protection plans. While keyboards and mice are not costly to replace; IP desk phones, cell phones, tablets, printer or copiers are costly.

General cleaning tips

- Power Down device or equipment
- Don't use a paper towel to wipe your screen.
- Do not use aerosol sprays, bleach or abrasive cleaners.
- Don't apply liquid or spray cleaner directly on your device.
- Moisten a microfiber cloth with a mixture of 70% isopropyl alcohol / 30% water. Don't use 100% alcohol cleaning products; they can damage protective coatings. The cloth should be moist, but not dripping wet.
- Gently wipe the moistened cloth on the surfaces to be cleaned. Do not allow any moisture to drip into areas like keyboards, display panels or USB ports located on the printer control panels, as moisture entering the inside of an electronic product can cause extensive damage to the product.
- When cleaning a display screen or printer control panel, carefully wipe in one direction, moving from the top of the display to the bottom.
- Avoid excessive wiping and submerging item in cleanser to avoid damage.
- Ensure surfaces have completely air-dried before turning the device on after cleaning. No moisture should be visible on the surfaces of the product before it is powered on.

Approved COVID-19 disinfectants safe for computers, accessories and electronics

- Using a Clorox disinfectant wipe or a wipe containing 70% alcohol, gently and carefully wipe the hard, nonporous surface of the item. This includes the display, keyboard, mouse and the exterior surface of the item. If you have concerns about the cleaning product being used, please refer to the manufacturer's recommendations and warning label.
- When using a disinfectant wipe, it is important to follow the contact time found on the label. It may be necessary to use more than one wipe to keep the surface wet for the recommended contact time.
- Do not use fabric or leather surfaces on items, as this can scratch or damage to the items.
- Do not use bleach to disinfect computers and electronics.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

According to CDC guidelines, for electronics follow the manufacturer's instructions for all cleaning and disinfection products. Consider use of wipeable covers for electronics. If no manufacturer guidance is available, consider the use of

alcohol-based wipes or spray containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>

Manufacture specific recommendations

CISCO IP Phones

The United States Environmental Protection Agency (EPA), <https://www.epa.gov/coronavirus> has a current list of COVID-19 disinfectants. In addition, Cisco's supply chain technologists are testing various disinfecting protocols for Cisco products. The following guidelines are available for your consideration:

- IPA-based cleaners are safe for plastic resins of PC/ABS materials and powder painted surfaces when used for wiping but not for prolonged exposure (e.g. Spor-Klenz, Sanitary wipes: Clorox, Lysol, Dispatch).
- Ammonia-based cleaners (e.g. Formula 409, Windex) are not recommended for cleaning plastic surfaces and powder painted surfaces due potential of surface cracking.
- Any cleaning solution containing a higher degree of isopropanol than 17%, including pure isopropanol, or an alternate alcohol-based liquid could potentially damage the phone.

https://www.cisco.com/c/dam/en_us/partners/downloads/coronavirus-faq.pdf

HP Business Personal Systems & Office Imaging & Printing Systems

A CDC-recommended disinfectant that is also within HP's cleaning guidelines is an alcohol solution consisting of 70% isopropyl alcohol and 30% water. Please follow the steps below to use the CDC recommended alcohol solution to clean high-touch, external surfaces on HP products:

- Moisten a microfiber cloth with a mixture of 70% isopropyl alcohol / 30% water. Do not use fibrous materials, such as paper towels or toilet paper. The cloth should be moist, but not dripping wet.
- Do not spray any liquids directly onto the product.
- Gently wipe the moistened cloth on the surfaces to be cleaned. Do not allow any moisture to drip into areas like keyboards, display panels or USB ports located on the printer control panels, as moisture entering the inside of an electronic product can cause extensive damage to the product.
- When cleaning a display screen or printer control panel, carefully wipe in one direction, moving from the top of the display to the bottom.
- Ensure surfaces have completely air-dried before turning the device on after cleaning. No moisture should be visible on the surfaces of the product before it is powered on.

<http://h10032.www1.hp.com/ctg/Manual/c06593291>

Microsoft

- Clean your mouse: Dampen a lint-free cloth or cotton swab with mild soap and water and gently wipe the outer surface of the mouse, the wheel, and the optical sensor.
- Clean your keyboard: Hold the keyboard upside down and tap it gently to remove loose dirt and other debris. Lightly dampen a lint-free cloth or cotton swab with mild soap and water and gently wipe the surface of the keyboard and keys, being careful not to drip any water into the keyboard.

<https://support.microsoft.com/en-us/help/4034422/accessories-troubleshooting-how-to-clean-mouse-keyboard>

Verizon

- Do unplug and turn off your phone first.
- Do use disinfectant wipes with 70% isopropyl alcohol or a similar disinfecting spray, spritzed onto a clean microfiber cloth.
- Do spray any cleaners onto a soft cloth, not directly onto your phone.
- Do wring out the wipe or cloth before using if it's too wet.
- Do use soap and water or disinfecting wipes/spray to wash your phone case, based on the material it's made of and manufacturer's instructions.
- Do sanitize your tech at least once per day.
- Don't use 100% alcohol cleaning products; they can damage a phone's protective coatings.
- Don't apply liquid or cleaner directly to your phone.
- Don't submerge the phone.
- Don't use liquid bleach.
- Don't let any liquid get into your tech's ports.
- Don't use a paper towel to wipe your screen.

<https://www.verizon.com/articles/how-to-clean-your-cell-phone/>

Apple

Apple products are made with a variety of materials, and each material might have specific cleaning requirements. To get started, here are some tips that apply to all products:

- Use only a soft, lint-free cloth. Avoid abrasive cloths, towels, paper towels, or similar items.
- Avoid excessive wiping, which might cause damage.
- Unplug all external power sources, devices, and cables.
- Keep liquids away from the product, unless otherwise noted for specific products.
- Don't get moisture into any openings.
- Don't use aerosol sprays, bleaches, or abrasives.
- Don't spray cleaners directly onto the item.

<https://support.apple.com/en-us/HT204172>



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Returning to Work During COVID-19

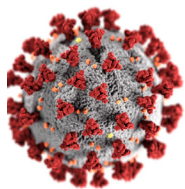
Things to keep in mind as you navigate the “new normal” of interacting in the workplace and with the public:

- **You and the services you provide are valuable.** Please, consider keeping your own daily journal of who you interact with to give yourself peace of mind if you need to recall the prior 48+ hours of your interactions. In the event you are named as a contact to someone who has tested positive for COVID-19, this will help the Health Department staff determine if you may have been exposed. Or, conversely, in the unfortunate event that you test positive at any point, then you can accurately name individuals who you have interacted with.
- Pay close attention to everything you touch, AND what you touch after that.
- Do you have **habits that you don't normally think about**? Routinely rub your eyes? Use your fingernail instead of a toothpick? Tend to scratch your upper lip near your nose? Bite your nails? Chew your pen?
- Carry your own writing instrument.
- Can you **open doors** without touching your fingertips to the handle?
- Wash your hands often, and especially before you touch your face.
- If you don't have access to a sink with running water, use hand sanitizer. While on your various missions, use hand sanitizer before delivering items, seeing clients, and other similar interactions. Use it again when that interaction is complete.
- Cover your **cough or sneeze** with a tissue, then throw the tissue in the trash.
- Wear your mask or face covering and maintain your distance to the greatest degree possible when exchanging paperwork, or other items, and keep interactions of less than 6 feet as brief as possible.
- As you are wearing a **mask** for any of your activities, take care to put it on and take it off without touching the outside of it, or touching the inside of it with hands that are not clean. While wearing it, resist the urge to touch the mask to adjust it. If you must, use a technique such as a tissue between your hand and the mask, then throw away the tissue.

- Watch the following video of a Nurse demonstrating the dangers of cross contamination while wearing **gloves**. [Cross Contamination with Gloves](#)
- If you are wearing **gloves** for any of your missions, be sure you know how to properly remove them without potentially spreading any contamination that may be on them. Wash or sanitize your hands afterward.
- **Routinely clean your:**

<input type="checkbox"/> Cell phone	<input type="checkbox"/> Work area high touch surfaces
<input type="checkbox"/> Water bottle	<input type="checkbox"/> Car turn signal
<input type="checkbox"/> Outside of hand sanitizer containers	<input type="checkbox"/> Car gear shift
<input type="checkbox"/> Smart watch face	<input type="checkbox"/> Car steering wheel
<input type="checkbox"/> Pen or pencil	<input type="checkbox"/> Car door handles
<input type="checkbox"/> Key fobs (yours and county)	<input type="checkbox"/> Car arm rests
<input type="checkbox"/> Coffee cup	<input type="checkbox"/> Car seat adjustments
<input type="checkbox"/> Computer keyboard	<input type="checkbox"/> Outside of the sanitizer spray bottle in your office area
<input type="checkbox"/> Computer mouse	<input type="checkbox"/> Printer/copier keypads
<input type="checkbox"/> Underneath desk chair armrests	<input type="checkbox"/> Any other areas you touch
- **Follow Information Technology Services “Guidelines for Cleaning IT Equipment & Telecommunications Devices”.**
- Don’t use harsh chemicals on the touch screens in newer cars. Follow manufacturer’s instructions for those.
- **IMPORTANT: When using the cleaning solutions**, spray them into 2-3 paper towels that are folded into a pad about the size of your hand. Fully wet the towels and use that to wipe items which should not have liquid sprayed onto them. For larger flat surfaces you may also spray the surface, followed by wiping with the wetted towels. **It is imperative to fully wet the surface to be disinfected.** The chemical works by sitting for 10 minutes and air drying. Do not dry with a new paper towel, that won’t kill the virus.
- When you are **leaving the office** at the end of the day, wash your hands, and sanitize the items you are taking back to your home such as cell phone, key fob, water bottle, and coffee cup.
- When you **return to your home** at the end of the day, clean your car surfaces again. When you get in the house, wash your hands well with soap and water. Then clean the doorknob and other surfaces you may have touched on your way in. Keep your home a “safe place”.

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

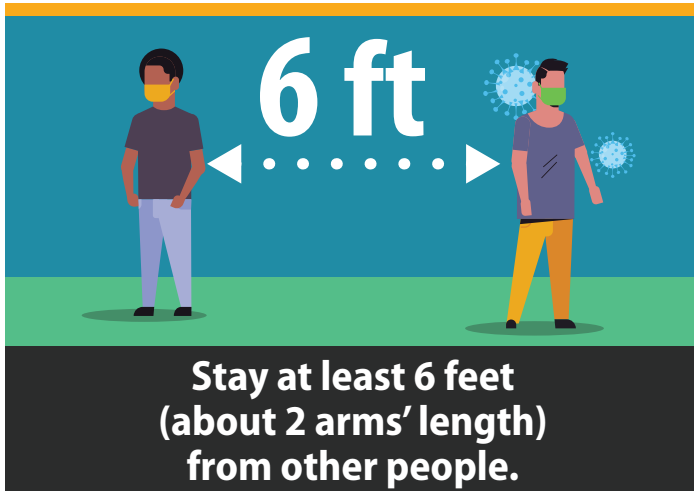
- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



cdc.gov/coronavirus

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



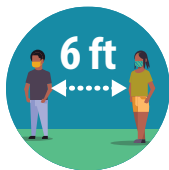
cdc.gov/coronavirus

Important Information About Your Cloth Face Coverings

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:



Stay at home as much as possible



Practice social distancing (remaining at least 6 feet away from others)



Clean your hands often



In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don't have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work

Cloth face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people can spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering can protect others around you. Face coverings worn by others protect you from getting the virus from people carrying the virus.



How cloth face coverings are different from other types of masks

Cloth face coverings are NOT the same as the medical facemasks, surgical masks, or respirators (such as N95 respirators) worn by healthcare personnel, first responders, and workers in other industries. These masks and respirators are personal protective equipment (PPE). Medical PPE should be used by healthcare personnel and first responders for their protection. Healthcare personnel and first responders should not wear cloth face coverings instead of PPE when respirators or facemasks are indicated.



N95 respirator



Cloth covering

General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping



Avoid touching your face as much as possible. Keep the covering clean. Clean hands with soap and water or alcohol-based hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the cloth face covering. Don't share it with anyone else unless it's washed and dried first. You should be the only person handling your covering. Laundry instructions will depend on the cloth used to make the face covering. In general, cloth face coverings should be washed regularly (e.g., daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag.

For more information, go to: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html>



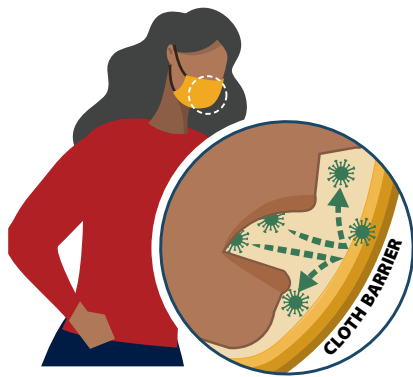
cdc.gov/coronavirus

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

HOW TO *safely* TAKE OFF A PAIR OF *gloves*



**Grasp the outside of one glove at the wrist.
Do not touch your bare skin.**



Hold the glove you just removed in your glove hand.



**Turn the second glove inside out while pulling away from
your body, leaving the first glove inside the second.**



**Peel the glove away from your body,
pulling the inside out.**



**Peel the second glove by putting your fingers
inside the glove at the top of your wrist.**



**Dispose of gloves safely. Do not reuse the disposable
glove. If using reusable coated seamless knit gloves,
launder the gloves after use. Immediately wash your
hands after removing the gloves.**

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GLOVES®
Quality since 1918



**CLEAN
HANDS KEEP
YOU HEALTHY.**

**Wash your hands with soap
and water for at least**

20 SECONDS.

LIFE IS BETTER WITH

**CLEAN
HANDS**



www.cdc.gov/handwashing





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www.cdc.gov/handwashing





LEAD BY EXAMPLE

Wash your hands and
teach kids to scrub
hands for at least

20 SECONDS.

LIFE IS BETTER WITH

**CLEAN
HANDS**



www.cdc.gov/handwashing



This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.