

# PREVENTING CORONAVIRUS DISEASE 2019 (COVID-19)

## BUSINESSES



March 9, 2020

Dear Kendallville Area Business Partners,

The Noble County Health Department is working closely with healthcare providers, the Indiana Department of Health and Human Services, and the Centers for Disease Control and Prevention (CDC) to actively monitor and prepare for the presence of coronavirus (COVID-19) in the community. The Chamber is providing this toolkit to share information with you and your employees about how to stay healthy and prevent illness.

CDC has created [Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#). This may help prevent workplace exposures to respiratory illnesses, including COVID-19. The guidance also provides planning considerations if there are more widespread, community outbreaks of COVID-19.

Recommended strategies for employers to use now:

- Review and update stay at home when sick policies and procedures
- Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees
- Perform routine cleaning of all work areas
- Advise employees to [review CDC's travel notices](#) before booking or traveling to any destinations
- Provide staff disposable disinfectant wipes so commonly used surfaces can be wiped down before and after use
- Keep tissue and hand sanitizer (at least 60% alcohol) at greeting locations, in meeting and break rooms.

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 common illnesses will also help prevent the spread of coronaviruses. Please share the attached documents that can also be found on our website with your employees:

|                                                                                                                                                                                                  |                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Coronavirus Disease 2019 – What You Need to Know</li><li>• A Clean Work Environment is a Healthier Work Environment</li><li>• Cover Your Cough</li></ul> | <ul style="list-style-type: none"><li>• Stop the Spread of Germs</li><li>• Hand Washing Instructions</li><li>• Social Media Posts</li></ul> |
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This is an evolving situation and information/resources will be updated as available.

Sincerely,

Kendallville Area Chamber of Commerce

*Kristen Johnson*

Kristen Johnson  
Executive Director

# Coronavirus Disease 2019 (COVID-19)

## *What You Need to Know*



### **What is Coronavirus Disease 2019 (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 is COVID-19 spread?**

The virus is thought to spread mainly from person to person

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- It may be possible that 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/2019-ncov/cases-in-us.html> The current case count of COVID-19 in Indiana is available at: <https://www.in.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](https://www.cdc.gov/coronavirus/2019-ncov/).

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

## **Can I still travel to countries where COVID-19 cases have occurred?**

For the most up to date information related to Coronavirus Disease 2019 Travel check out CDC's travel page at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.

## **What should I do if I recently traveled from an area with ongoing spread of COVID-19?**

If you have traveled from an affected area (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>), there may be restrictions on your movements for up to 2 weeks. If you develop symptoms during that period (fever, cough, trouble breathing), seek medical advice. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

## **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.

## **How can I help protect myself 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:

- Stay home when sick.
- Washing your hands often with soap and warm water for 20 seconds, and help young children do the same. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Covering your nose and mouth with a tissue when you cough or sneeze, or cough/sneeze in your upper sleeve. Immediately throw away used tissues in the trash, then wash hands.
- Avoiding touching your eyes, nose, and mouth with unwashed hands.
- Avoiding close contact, sharing cups, or sharing eating utensils.
- Cleaning and disinfecting frequently touched surfaces, such as toys and doorknobs.
- 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
  - Get copies and maintain electronic versions of health records
  - Talk with family members about how they would be cared for if they got sick and what would be needed to care for them in your home
- CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory illnesses, including COVID-19.

# STOP THE SPREAD OF GERMS

## HELP PREVENT THE SPREAD OF RESPIRATORY DISEASES



Wash your hands often with soap and warm water for at least 20 seconds.



Clean and disinfect frequently touched objects and surfaces.



Avoid touching your eyes, nose, and mouth with unwashed hands.



Cough and sneeze into your upper sleeve or cover your cough or sneeze with a tissue, then throw in the trash. Wash hands.



Stay home when you are sick, except to get medical care. Call ahead before you visit your doctor or emergency room.



Avoid contact with people who are sick.

# A CLEAN WORK ENVIRONMENT IS A HEALTHIER WORK ENVIRONMENT



**CLEAN ALL HARD SURFACES, SUCH AS:**



**TABLES, DESKS,  
AND CHAIRS**



**PHONES**



**DRINKING COOLERS**



**COMPUTER EQUIPMENT**



**COFFEE MAKERS**



**DOOR HANDLES  
AND HAND RAILS**



**OFFICE EQUIPMENT**



**ELEVATOR BUTTONS**

# CLEANING AND DISINFECTING HARD SURFACES



## *What You Need to Know*

### **What should be used to clean and disinfect hard surfaces?**

When a surface is visibly dirty, wash with a general household cleaner (soap or detergent). Rinse with water and follow with a disinfectant. When a surface is not visibly dirty, clean with a commercial product that is both a detergent (cleans) and a disinfectant (kills germs). Wear disposable gloves. Make sure the disinfectant product you choose is registered with the United States Environmental Protection Agency (EPA) and includes an EPA registration number on it. For a list of EPA-registered disinfectants visit:

[www.epa.gov/oppad001/chemregindex/html](http://www.epa.gov/oppad001/chemregindex/html).

#### **NOTE:**

- Minimum disinfectant concentrations are needed for different bacteria/viruses and surfaces. In general, a bleach concentration of 200 parts per million (1 tablespoon of bleach in one gallon of water) is effective against many bacteria and viruses. Bleach solution of 1,000 – 5,000 parts per million (1/3 cup to 1 2/3 cups of bleach in 1 gallon of water) may be needed to be effective against Norovirus. For more detailed information visit the EPA disinfectant web page at: [www.epa.gov/oppad001/chemregindex.html](http://www.epa.gov/oppad001/chemregindex.html).
- When using chlorine bleach to disinfect surfaces, use an unopened bottle. Chlorine bleach loses its effectiveness 30 days after opening. A fresh bleach/water solution should be made daily. Spray or use a cloth to apply to surfaces and let stand for 10 minutes if possible. Rinse with clear water.
- Always follow label instructions carefully when using cleaners and disinfectants. Pay attention to hazard warnings and label instructions for using personal protective items such as household gloves.
- **DO NOT MIX DISINFECTANTS AND CLEANERS**

### **What surfaces should be cleaned and disinfected?**

Hard surfaces that are touched often or by more than one person need to be cleaned and disinfected as explained above. Examples of hard surfaces include:

|                     |                      |                          |
|---------------------|----------------------|--------------------------|
| • Countertops       | • Tabletops          | • Doorknobs/door handles |
| • Toys              | • Desktops           | • Chairs                 |
| • Bathroom surfaces | • Drinking fountains |                          |

Use sanitizer cloths on electronic items that are touched often. These items include computers, keyboards, computer mice, telephones, remote controls, light switches, door knobs and hand-held video games. Also use sanitizer cloths on car door handles, steering wheels, and gear shifts in vehicles.

### HAND WASHING STEPS



1. Rub your hands together for at least 20 seconds using warm running water and soap.



2. Wash under fingernails, between fingers, back of hands and wrists.



3. Rinse your hands well under warm running water.



4. Dry your hands completely. In the home, change hand washing towels often.

#### IN PUBLIC BATHROOMS

- Dry your hands with a single-use paper towel (or with hot air blow dryer).
- If towel dispenser has a handle, be sure to roll the paper down before you wash your hands. This helps to ensure that you will not pick up new germs from the handle.
- For hand-held faucets, turn off water using a paper towel instead of bare hands so you will not pick up new germs on your clean hands.
- Open the bathroom door with the same paper towel.

#### ALWAYS PRACTICE HEALTHY HABITS

- Cover your mouth and nose with a tissue when sneezing or coughing, or cough/sneeze into your upper sleeve. Immediately throw away used tissues, then wash hands.
- Teach and show children how to wash hands correctly.

#### WHEN TO WASH HANDS

##### Wash hands after:

- Coughing, sneezing, or touching objects and surfaces. You can also use hand sanitizer with at least 60% alcohol
- Using the bathroom or helping a child use the bathroom
- Changing a diaper; wash the child's hands too
- Handling items soiled with body fluids or wastes such as blood, drool, urine, stool, or discharge from nose or eyes
- Arriving home from day care, friend's home, outing, or school
- Cleaning up messes
- Handling a sick child
- Touching an animal or pet

##### Wash hands before:

- Preparing or serving food
- Eating or drinking

**THE MOST IMPORTANT THING YOU CAN DO TO PREVENT THE SPREAD OF ILLNESS IS WASH YOUR HANDS OFTEN**

Washing hands is more effective than hand sanitizer.

# STOP THE SPREAD OF GERMS

## COVER YOUR COUGH

Cover your mouth  
and nose with a tissue  
when you cough  
or sneeze

**OR**

cough or  
sneeze into your  
upper sleeve, not  
your hands



Throw away  
used tissue

## WASH YOUR HANDS AFTER COUGHING OR SNEEZING

Washing hands with soap  
and warm running water  
is most effective



Or use alcohol-based  
hand sanitizer when soap  
and water not available



## Workplace - Sample Facebook and Twitter Posts

- Viruses can live on hard surfaces such as desks, phones, & doorknobs. Clean & disinfect these often. <http://bit.ly/3bwC29w>
- Keeping a clean workspace is healthier for everyone. Make sure to clean and disinfect desks, phones, computers and hard surfaces like tables often. <http://bit.ly/3bwC29w>
- Germs are everywhere. Make handwashing with soap and water a healthy habit. [#KeepHandsClean](http://bit.ly/38Hy5NF)
- The @CDC has issued travel advisory recommendations due to the coronavirus disease 2019 outbreak. Learn more here <http://bit.ly/3a4pMeU>

