

## COVID-19 BEST PRACTICES

- ◇ Practice “Social Distancing”
  - Refrain from person-to-person contact; abandon social conventions such as handshakes.
  - Maintain a distance of 6 feet between individuals whenever possible.
  - Minimizing forced close contact such as when utilizing elevators by making individual trips.
  - Cancel non-critical meetings of groups of people, and limit your external contact.
  - Work from home if possible.
  
- ◇ Prevent Transmission If Infected
  - Self-monitor yourself for symptoms if you suspect you have come into contact with someone who is infected, and self-isolate as much as possible.
  - If you display symptoms, contact a local health-care provider for instructions, DO NOT immediately head for a clinic or hospital, you may simply further spread the virus.
  - If you suspect you have been in contact with a COVID-19 carrier, it is appropriate to don any form of mask that will restrict the spread of your respiratory exhalations.
  - Quarantine your entire family for 14 days if one of you is diagnosed with COVID-19.
  
- ◇ Practice Correct Cleaning & Disinfecting
  - Disinfecting will not be effective on soiled surfaces. Always pre-clean any surface prior to disinfection in both public and home environments.
  - Common disinfectants seem to be effective against COVID-19, despite a lack of clinical trials and written confirmation, so your routine disinfecting products and practices should be effective. When disinfecting, use the same diligence as you would if a family member had the flu.  
**SURFACES MUST STAY WET FOR THE RECOMMENDED TIME BY THE MANUFACTURER TO BE EFFECTIVE AS DISINFECTANTS**
  - In public areas, touchpoints such as door handles, elevator buttons, handrails, light switches, kitchen cupboards, counters and appliances should all be disinfected as frequently as possible, preferably at least twice daily.