

Fletcher Group, Inc COVID-19 Information and Guidelines

Effectively immediately the following guidelines should be followed to reduce the risk of contracting and transmitting COVID-19 (Virus).

For up to date information, please check

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

Background: See **Attachment A** CDC information sheet on COVID-19

What are coronaviruses?

Coronaviruses (CoV) are viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). Coronaviruses are transmitted between animals and people. Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

What is COVID-19?

COVID-19, short for "coronavirus disease 2019," is the official name given by the World Health Organization to the disease caused by this newly identified coronavirus.

How COVID-19 Spreads¹

COVID-19 and other coronaviruses spread mostly from person-to-person via respiratory droplets among close contacts.

Coronavirus can also spread from contact with infected surfaces or objects. For example, 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.²

Close contact can occur while caring for a patient, including:

- being within **approximately 6 feet** (2 meters) of a patient with COVID-19 for a prolonged period of time.
- having direct contact with infectious secretions from a patient with COVID-19. Infectious secretions may include **sputum, serum, blood, and respiratory droplets.**

¹ <https://www.cdc.gov/coronavirus/2019-ncov/hcp/caring-for-patients.html>

² <https://www.health.harvard.edu/diseases-and-conditions/coronavirus-resource-center#general>

Can someone spread the virus without being sick?

- ❖ People are thought to be most contagious when they are most symptomatic (the sickest).
- ❖ Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

If close contact occurs personnel may be at risk of infection.

If you have unprotected exposure to a confirmed or possible COVID-19 individual, contact your supervisor and contact your physician or healthcare provider. It is recommended, unless the symptoms are severe as listed above that you stay home and get further guidance from your physician or healthcare provider. a

Symptoms

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.³

The following symptoms may appear **2-14 days after exposure.**⁴

- ❖ Runny nose
- ❖ Sore throat
- ❖ Cough
- ❖ Fever
- ❖ Pneumonia
- ❖ Difficulty breathing (severe cases)
- ❖ Fever
- ❖ Cough
- ❖ Shortness of breath

³

https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html

⁴ <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses#:~:text=symptoms>

If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include*:

Difficulty breathing or shortness of breath
Persistent pain or pressure in the chest
New confusion or inability to arouse
Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

How You Can Protect Yourself⁵

Know How it Spreads



- ❖ There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- ❖ **The best way to prevent illness is to avoid being exposed to this virus.**
- ❖ 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.

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.
- ❖ 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.

⁵ <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>

- ❖ **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. This is especially important for [people who are at high risk of getting very sick](#).

Take steps to protect others

Stay home if you're sick



- ❖ **Stay home if you are sick, except to get medical care.** Learn [what to do if you are sick](#). See Attachment B below.

Cover coughs and sneezes



- ❖ **Cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- ❖ **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.
- ❖ If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.

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. [Learn what to do if you are sick](#).
- ❖ **If you are going out to a public place or store—You should wear a face mask, even a homemade cloth one is better than none.** Suggest only one person do the shopping to lower exposure potential.

Clean and disinfect



- ❖ **Clean AND disinfect frequently touched surfaces daily ⁶.** 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. Use disinfectants appropriate for the surface.

Options include:

- ❖ **Diluting your household bleach.**
To make a bleach solution, mix:
 - ❖ 5 tablespoons (1/3rd cup) bleach per gallon of water
 - OR
 - ❖ 4 teaspoons bleach per quart of water
- ❖ Follow manufacturer's instructions for application and proper ventilation. 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.
- ❖ **Alcohol solutions.**
Ensure solution has at least 70% alcohol.
- ❖ **Other common EPA-registered household disinfectants.**
Products with [EPA-approved emerging viral pathogens pdf icon \[7 pages\]](#) [external icon](#) claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

6

https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fhome%2Fcleaning-disinfection.html

If You Are at Higher Risk

- ❖ Older adults– generally 65 and older
- ❖ People who have serious chronic medical conditions like:
 - Heart disease
 - Diabetes
 - Lung disease
 - Hypertension
 - Immunosuppressed conditions

In addition to the actions above please follow these guidelines as well:

Take actions to reduce your risk of getting sick



If you are at higher risk for serious illness from COVID-19 because of your age or because you have a serious long-term health problem, it is extra important for you to take actions to reduce your risk of getting sick with the disease.

- ❖ **Take everyday precautions** to keep space between yourself and others.
- ❖ When you go out in public, keep away from others who are sick, limit close contact and wash your hands often.
- ❖ **Avoid crowds** as much as possible.
- ❖ **Avoid cruise travel** and non-essential air travel.
- ❖ **During a COVID-19 outbreak in your community, you and people close to you advised to stay home** as much as possible to further reduce your risk of being exposed.

Have medical and household supplies on hand



- ❖ **Contact your healthcare provider to ask about obtaining extra necessary medications** to have on hand in case there is an outbreak of COVID-19 in your community and you need to stay home for a prolonged period of time.
- ❖ If you cannot get extra medications, consider using mail-order for medications.
- ❖ **Be sure you have over-the-counter medicines and house-hold supplies** (tissues, etc.) to manage fever and other symptoms. Most people will be able to recover from COVID-19 at home.

- ❖ **Have enough household items and groceries** on hand so that you will be prepared to stay at home for an extended period of time.

Policies for Meetings, Encounters and Travel

See <https://www.cdc.gov/coronavirus/2019-ncov/index.html> for up to date information on the cases across the US

General guideline: Do not attend any meetings but schedule all meetings via telephone or webinar.

Do not register for conferences until an update on this policy. For conferences or meetings that do not provide a refund with cancelation then Fletcher Group will reimburse for the expense by filing for the expense with documentation in the routine manner.

Necessary Travel

For necessary travel and encounters **follow the CDC guidelines** above to reduce risk. Before travel check the latest information on the CDC website for up to date information: <https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>.

Reducing Stigma

Public health emergencies, such as the outbreak of coronavirus disease 2019 (COVID-19), are stressful times for people and communities. Fear and anxiety about a disease can lead to social **stigma** toward people, places, or things. For example, stigma and discrimination can occur when people associate a disease, such as COVID-19, with a population or nationality, even though not everyone in that population or from that region is specifically at risk for the disease. Stigma can also occur after a person has been released from

⁷ Stigma occurs when people associate a risk with a specific people, place, or thing – like a minority population group – and there is no evidence that the risk is greater in that group than in the general population. Stigmatization is especially common in disease outbreaks
https://emergency.cdc.gov/cerc/cerccorner/article_123016.asp

COVID-19 quarantine even though they are not considered a risk for spreading the virus to others.

It is important to remember that people – including those of Asian descent – who do not live in or have not recently been in an area of ongoing spread of the virus that causes COVID-19, or have not been in contact with a person who is a confirmed or suspected case of COVID-19 are not at greater risk of spreading COVID-19 than other Americans.

Some groups of people who may be experiencing stigma because of COVID-19 include:

- ❖ Persons of Asian descent
- ❖ People who have traveled
- ❖ Emergency responders or healthcare professionals

Stigma hurts everyone by creating fear or anger towards other people.

Stigmatized groups may be subjected to:

- ❖ Social avoidance or rejection
- ❖ Denials of healthcare, education, housing or employment
- ❖ Physical violence.

Stigma affects the emotional or mental health of stigmatized groups and the communities they live in. Stopping stigma is important to making communities and community members resilient. See [resources on mental health and coping during COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/reducing-stigma.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Frelated-stigma.html).

Everyone can help stop stigma related to COVID-19 by [knowing the facts](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/reducing-stigma.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Frelated-stigma.html) and sharing them with others in your community. See CDC Fact Sheet, Attachment C

https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/reducing-stigma.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Frelated-stigma.html

If you develop symptoms consistent with COVID-19 (fever, cough, or difficulty breathing), do not report to work. Contact your supervisor and your healthcare provider.

Attachments

A: CDC Fact Sheet

B: CDC Information Sheet on What to do if sick.

C: CDC Fact Sheet about COVID-19 Recommended to reduce stigma

Coronavirus disease 2019 (COVID-19) and you

What is coronavirus disease 2019?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

Can I get COVID-19?

Yes. COVID-19 is spreading from person to person in parts of the world. Risk of infection from the virus that causes COVID-19 is higher for people who are close contacts of someone known to have COVID-19, for example healthcare workers, or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19.

Learn more about places with ongoing spread at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html#geographic>.

The current list of global locations with cases of COVID-19 is available on CDC's web page at <https://www.cdc.gov/coronavirus/2019-ncov/locations-confirmed-cases.html>.

How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but is now spreading from person to person. The virus is thought to spread mainly 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. It also 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, but this is not thought to be the main way the virus spreads. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of:

- fever
- cough
- shortness of breath

What are severe complications from this virus?

Some patients have pneumonia in both lungs, multi-organ failure and in some cases death.

People can help protect themselves from respiratory illness with everyday preventive actions.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

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, 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?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to take everyday preventive actions, like avoiding close contact with people who are sick and washing your hands often.

Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.



For more information:

What to do if you are sick with coronavirus disease 2019 (COVID-19)

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.

Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

Separate yourself from other people and animals in your home

People: As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

Animals: Do not handle pets or other animals while sick. See [COVID-19 and Animals](#) for more information.

Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

Wear a facemask

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets 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 people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60-95% alcohol covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

Clean your hands often

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Clean all "high-touch" surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

Monitor your symptoms

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). **Before** seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

Discontinuing home isolation

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.



For more information: www.cdc.gov/COVID19

Share Facts About COVID-19

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

FACT
1

Diseases can make anyone sick regardless of their race or ethnicity.

People of Asian descent, including Chinese Americans, are not more likely to get COVID-19 than any other American. Help stop fear by letting people know that being of Asian descent does not increase the chance of getting or spreading COVID-19.

FACT
2

Some people are at increased risk of getting COVID-19.

People who have been in close contact with a person known to have COVID-19 or people who live in or have recently been in an area with ongoing spread are at an increased risk of exposure.

FACT
3

Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.

FACT
4

You can help stop COVID-19 by knowing the signs and symptoms:

- Fever
- Cough
- Shortness of breath

Seek medical advice if you

- Develop symptoms

AND

- Have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

FACT
5

There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

