

## Primary messages

- COVID-19 has affected communities across the nation, including ours. We are working with state and local officials and CDC to protect our employees' health.
- Please follow safety guidelines **at work, at home, and in the community** to help slow the spread of coronavirus.

## Messages for all employees

- If you are sick, do not go to work.
- People with COVID-19 have had a wide range of reported [symptoms](#) – ranging from mild symptoms to severe illness. These include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. Symptoms may appear **2-14 days after a person is exposed to the virus** that causes COVID-19.
- Some people with COVID-19 have no signs and symptoms but can still spread the virus to others.
- There is currently no vaccine to prevent COVID-19.
- The best way to prevent illness is to avoid being exposed to SARS-CoV-2, the virus that causes COVID-19.
- The virus is thought to spread mainly from person-to-person through droplets produced when a sick person coughs, sneezes, or talks, and the droplets land in the mouths, noses, or eyes of people nearby.
  - These droplets can also land on surfaces like tables, chairs, or handrails, exposing a person if they touch the surface, then touch their nose, mouth, or eyes.
- Stay at least 6 feet (about 2 arms' lengths) from other people that are not part of your household. This is called social distancing or physical distancing.
- Use a cloth face covering or disposable facemask that covers your mouth and nose in addition to social distancing.
- Cloth face coverings are not personal protective equipment (PPE) and are not meant to replace PPE, such as respirators. If respirators were needed for your job before the current COVID-19 pandemic, continue to use them.
- Physical strength, good health, or youth does not protect you from catching the virus or prevent you from passing the virus to others.
- If you have chronic health conditions, continue seeking care for those conditions as recommended by your healthcare provider.

## **Messages for workers at higher risk for severe disease**

- You may be at [higher risk for severe illness from COVID-19](#):
  - If you are an [older adult](#). As you get older, your risk for severe illness from COVID-19 increases. For example, people in their 50s are at higher risk for severe illness than people in their 40s. Similarly, people in their 60s or 70s are, in general, at higher risk for severe illness than people in their 50s. The greatest risk for severe illness from COVID-19 is among those aged 85 or older.
  - If you have [underlying health conditions](#) such as cancer, chronic lung disease, moderate to severe asthma, serious heart conditions, a compromised or weakened immune system, obesity, diabetes, chronic kidney disease, sickle cell disease, or liver disease.

## Messages for workers who are sick

- If you develop any of these emergency warning signs for COVID-19, get medical attention immediately:
  - Trouble breathing,
  - Continuous pain or pressure in the chest,
  - New confusion,
  - Can't wake up or stay awake, or
  - Bluish lips or face
- Call 911 if you have a medical emergency. If you tested positive for COVID-19 or have signs and symptoms of COVID-19, be sure to tell the operator. If possible, put on a cloth face covering before medical help arrives.
- If you tested positive for COVID-19, do not return to work until you meet your workplace's return-to-work policy.
  - - If you have a fever or chills, cough, or other signs and symptoms, such as shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea, you might have COVID-19. Stay home unless you are seeking medical care or testing for COVID-19.
- Most people with COVID-19 have mild illness and are able to recover at home.
- As much as possible, stay in a specific room or at least 6 feet away from other people in your home. Try to use a separate bathroom, if available.
- If you need to be around other people inside or outside of the home, wear a cloth face covering or a disposable facemask that covers your nose and mouth.

## **Messages related to case investigation and contact tracing**

- We all need to work together with health department staff to slow the spread of COVID-19.
- If you test positive for COVID-19, a case investigator from the health department may call you to check on your health, discuss whom you have been in contact with, and ask where you spent time while you may have been infectious and able to spread COVID-19 to others.
- Discussions with health department staff are confidential. This means that your personal and medical information will be kept private and only shared with those who may need to know, like your health care provider.
- Your name will not be revealed to those you came in contact with. The health department will only notify your close contacts that they might have been exposed to COVID-19.
- The health department might contact your workplace to learn more about your worksite and your contacts at work if you were working when you were able to spread COVID-19 to others.
- If you have been in close contact with someone who has COVID-19, the health department might call you to let you know that you have been exposed.
- If you have been exposed, monitor yourself for any COVID-19 signs and symptoms, stay at least 6 feet away from others, and wear a cloth face covering when you need to be around other people or animals.

## Return-to-work messages for employees with COVID-19

- If **you had symptoms** of COVID-19, you can [end your home isolation](#) and return to work when:
  - At least 10 days have passed since your symptoms first appeared
    - However, you may need to wait up to 20 days if you had a severe case of COVID-19 or if you are immunocompromised. Talk with a healthcare provider to decide how long you need to wait.
  - **AND** at least 24 hours have passed since you last had a fever without using fever-reducing medication.
  - **AND** your other symptoms have improved — for example, your cough or shortness of breath has improved.
- If you **never had any symptoms** and are not immunocompromised, you can [end your home isolation](#) and return to work when at least 10 days have passed after the date you first tested positive for COVID-19.

## “Prevention practices at work” messages

- If you feel sick, **do not** come to work. Common signs and symptoms of COVID-19 include fever or chills and cough.
- If you have been sick, you should not return until you have met the criteria for returning to work established by your employer.
- Everyone entering the workplace will be screened for fever and symptoms. Those who are sick will not be allowed to enter.
- It is important to stay at least 6 feet away from other employees, especially when standing in line at entry screenings, in locker rooms, during breaks, and when waiting for transportation to and from home.
- You can spread COVID-19 to others even if you don't feel sick. That is why all employees should stay 6 feet away from each other whenever possible and wear a cloth face covering or disposable facemask while at work, unless personal protective equipment (PPE), like a respirator, is needed for your job.
- Clean your hands often, either by washing your hands with soap and water for at least 20 seconds or by using a hand sanitizer made with at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands because you can become infected with the virus if it gets into your eyes, nose, or mouth.
- Wash your hands before you remove your cloth face covering or disposable facemask and before you put it back on.
- Do not touch the front of the cloth face covering or disposable facemask because there may be virus (germs) on it that could get on your fingers. If you do, wash your hands. Instead, use the ear loops or straps.
- Do not leave your cloth face covering or disposable facemask hanging off one ear or hanging around your neck.
- Cloth face coverings or disposable facemasks should cover both your nose and mouth.
- Cloth face coverings should be washed in hot water in a washing machine or a sink after each use. Dry in a hot dryer if possible or in the sun before wearing it again.
- Do not wash or reuse your disposable facemask.

## **“Prevention practices outside of work” messages**

- Stay home as much as possible and avoid travel.
- Avoid large gatherings, as defined by your local or state health department.
- Keep at least 6 feet between yourself and other people when in public and in shared spaces within employer-provided congregate housing.
- Some people may be able to spread the virus even if they don't have signs and symptoms.
- The virus can live on different surfaces. If you touch something that has the virus on it, and then touch your face (eyes, nose, or mouth), you might become sick.
- Wash your hands with soap and water often, for at least 20 seconds.
- When using hand sanitizer, rub it all over your hands and fingers until your hands are dry. This should take around 20 seconds.
- Clean and disinfect frequently touched surfaces at home like tables, doorknobs, light switches, countertops, handles, desks, phones, televisions, toilets, faucets, sinks, and computers.

## Cloth face coverings general messages

- Everyone should wear a cloth face covering that covers their nose and mouth, especially when it is difficult to practice social distancing. At work, wear a cloth face covering or disposable facemask unless personal protective equipment (PPE), like a respirator, is needed for your job.
- You could spread COVID-19 to others even if you don't feel sick. A cloth face covering or disposable facemask protects other people in case you are infected.
- Do not use cloth face coverings on children younger than 2 years old, anyone who has trouble breathing, or anyone who can't remove it by themselves.
- Even when you wear a cloth face covering, keep at least 6 feet between yourself and others. The cloth face covering is not a substitute for physical distancing, or other preventive measures.
- You do not have to buy a cloth face covering. You can use simple materials you already have at home to [make your own cloth face covering](#).