

COVID-19 Safety Tips for Municipalities

According to the [Centers for Disease Control](#), the best way to prevent illness as a result of COVID-19 is to avoid exposure to the virus, which is thought to spread mainly from person to person, between people who are in close contact (within about six feet). The virus is transmitted through respiratory droplets produced when an infected person coughs, sneezes, or speaks, which can land in the mouths or noses or possibly get inhaled into the lungs of people nearby. Some recent studies suggest that COVID-19 can be spread by people who are symptomatic (showing signs of the virus) or asymptomatic (showing no signs of the virus).

Symptoms may appear 2 to 14 days after exposure and can include:



FEVER



COUGH



SHORTNESS OF BREATH



You can use the CDC's [self-check](#) to help you determine if you need medical care.

OTHER RESOURCES:

[WCF Covid-19 resources](#)

[OSHA](#)

[CDC resources for communities](#)

[World Health Organization \(WHO\) business resources](#)

Sources: Centers for Disease Control and Prevention, OSHA, and World Health Organization

How to Protect Yourself and Others



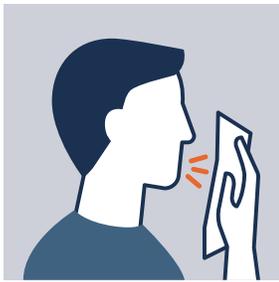
Stay at home if you are experiencing symptoms

- Symptoms may include cough, shortness of breath/difficulty breathing, unusual tiredness, fever of 100.4 degrees or higher, chills or repeated shaking with chills, muscle pain, headache, sore throat, or loss of taste or smell.
- If you or anyone else in your household are experiencing symptoms or have tested positive for COVID-19, do not go to work or out in public.



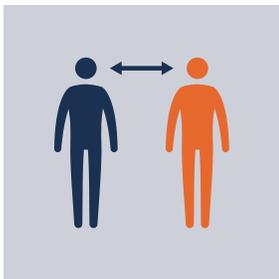
Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Remember that this method is not as effective as handwashing but can be used as an interim measure.
- Avoid touching your eyes, nose, and mouth with unwashed hands.



Cover coughs and sneezes

- Cover your cough or sneezes with a tissue, then throw the tissue in the trash, or cough into your elbow.
- Immediately wash your hands with soap and water for a least 20 seconds. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Do not come into work if you have a frequent cough, fever, or difficulty breathing.



Social/physical distancing

- Stay at least six feet away from other people.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.



Cover your mouth and nose

- When at work or in public, cover your mouth and nose with a face cover/mask.
- Cloth face covers are meant to protect others in case you are infected.
- Respirators, such as an N95 masks, will protect you from others who may be infected. Respirators should be worn by first responders and other front-line workers. Training must be provided in accordance with OSHA regulations.

Ways to Stay Healthy During the COVID-19 Pandemic

General Public Safety

- To avoid crowding in lobbies and customer service areas, encourage online reservations and appointments. If possible, provide paperless transactions.
- Lobbies and other high-touch areas should be sanitized frequently. Allow time between customers to wipe down front desks and other surfaces.
- Hand sanitizer stations should be available to the public throughout the lobbies.
- Install stanchions or floor markings to help maintain six feet of physical distancing between customers and staff.
- Employees dealing with the public should wear masks and should wear gloves, if handling cash.

City Employee Safety

- Encourage six feet of physical distancing during work activities.
- Consider flex schedules to reduce employee contact. If possible, establish work zones to limit the number of employees in one location.
- Common areas, such as breakrooms, should be sanitized regularly. Consider staggering breaks to allow fewer employees in common areas.
- Provide hand sanitizers for all departments or employees.
- Encourage employees to regularly disinfect tools, equipment, and vehicles. Wipe down all surfaces before starting a shift.
- If employees are working alone, consider lone worker precautions.

Fire Fighter and EMS Safety

- Wear the following PPE for all patient interactions where COVID-19 is suspected or confirmed:
 - Fit-tested N95 or higher-level respirator, or face mask if respirator is not available
 - Disposable examination gloves
 - Eye protection (face shield or goggles)
 - Gown or coveralls
- If your PPE becomes grossly contaminated or compromised (torn, soiled, etc.), discard and replace in accordance to your organization's policies and procedures.

- Follow CDC guidance if you are reusing, reprocessing, or storing PPE.
- Have patients wear face masks or cloth face coverings for source control.
- Limit the number of people in the patient compartment.
- Use EPA-registered hospital-grade disinfectants to disinfect non-porous surfaces of ambulances, gurneys, clipboards, radios, and other frequently touched surfaces or equipment according to manufacturer recommendations. Non-porous PPE surfaces, such as powered air-purifying respirators (PAPRs), should be cleaned and disinfected in accordance with manufacturer recommendations.
- Launder reusable PPE clothing (uniforms) or other porous materials according to manufacturer recommendations if they become contaminated.
- Stick with your routine as much as you can. Go to bed and get up in the morning on your usual schedule. Eat meals at regular times. Find ways to exercise away from the gym.

Law Enforcement

Law enforcement members who make contact with individuals confirmed or suspected to have COVID-19 should follow CDC's interim guidance for EMS. The minimum recommended PPE includes:

- Disposable examination gloves
- Any NIOSH-approved particulate respirator (N95 or higher-level respirator), face masks are an acceptable alternative until the supply chain is restored
- Eye protection (goggles or a disposable face shield that fully covers the front and sides of the face)
- Disposable/single-use isolation gown or coveralls

If unable to wear a disposable gown or coveralls because it limits access to duty belt and gear, ensure they are disinfected after contact with individual. If close contact occurs during apprehension, clean and disinfect duty belt/gear with household cleaning spray/wipes, according to product label, prior to reuse. Follow standard operating procedures for the containment and disposal of used PPE. Follow standard operating procedures for containing and laundering clothes. Avoid shaking out clothes.