

Personal Hygiene

As we cautiously return to work and other public interactions in the wake of the COVID-19 outbreak, it's important that we continue to protect ourselves and one another by continuing to be mindful of our health and to practice social distancing and excellent personal hygiene. Here are some suggestions and guidelines that will help both you and your colleagues stay safe as you begin interacting again.

Wash your hands frequently

- Wash your hands often with soap and water for at least 20 seconds, especially after you've been in a public place, or after blowing your nose, coughing or sneezing. Cover your cough or sneeze into your elbow or with a tissue, then immediately throw the tissue in the trash.
- 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.
- Avoid touching your eyes, nose, and mouth.

Clean and disinfect surfaces often

- It's important to clean and disinfect frequently touched surfaces every day. That includes tables, doorknobs, light switches, counter tops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
 - **Cleaning** refers to removing germs, dirt, and impurities from surfaces. It doesn't kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Clean them with detergent or soap and water before you disinfect.
 - **Disinfecting** refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface *after* cleaning, it can further lower the risk of spreading infection. Most common EPA-registered household disinfectants will work.

Avoid close contact

- Avoid contact with other people as much as possible, especially those who are sick.
- If you must interact with others, keep as much distance between you as possible. Ideally that's 6 feet or more.
- If you can stay home, stay home.



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Wear a mask or face covering

- When you're around others at work or in public, cover your mouth and nose with a cloth face mask or cover.
- Children younger than 2 or anyone who has trouble breathing should not wear a face cover.

Be aware of symptoms

- If you develop any of these symptoms, which are most commonly associated with COVID-19, stay home and speak to your health care provider:
 - Fever or
 - Cough or
 - Shortness of breath
- If you develop any of these emergency warning signs for COVID-19, get medical attention immediately:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion or inability to arouse
 - Bluish lips or face
- This list of symptoms is not all-inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

By following these simple guidelines, we'll all be safer and better able to interact as we return to work and, hopefully, a more back-to-normal life.



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