

April 20, 2020

**City of Gulfport
COVID-19
Quick Reference Guide**

FACE MASK
WEAR
When you cannot maintain 6' social distance
<i>NOT a substitute for social distancing & other prevention measures (see PREVENTION)</i>
<i>Mask helps prevent spread from the wearer, who may unknowingly be infected & contagious</i>
<i>Ensure mask covers & fits under chin</i>
WASH HANDS
BEFORE putting on & taking off mask AGAIN, AFTER taking off mask
WASH MASK
Daily in laundry, with hot water and soap Air dry

COVID-19 SYMPTOMS
Fever
Cough
Shortness of breath

PREVENTION
SOCIAL DISTANCE is #1 / PRIMARY
Wash hands often <ul style="list-style-type: none">• Soap & water at least 20 sec
No soap & water <ul style="list-style-type: none">• Hand sanitizer (at least 60% alcohol)
Cover Coughs and Sneezes <ul style="list-style-type: none">• Use tissues or inside of elbow• Discard tissues into garbage• Immediately wash hands after
Avoid <ul style="list-style-type: none">• Touching eyes, nose & mouth• Using other employees' phones, desks, offices or other work tools and equipment• Close contact with sick people• Large gatherings
Clean and Disinfect <ul style="list-style-type: none">• Disinfectant Solutions:<ul style="list-style-type: none">- Diluted bleach- 70% alcohol solutions- Household disinfectants• Frequently touched surfaces• If surfaces are dirty use soap and water before disinfecting
Practice Social Distancing <ul style="list-style-type: none">• 6 feet distance from others

IF YOU HAVE SYMPTOMS
1. Do NOT go to work
2. Notify your Supervisor
3. Contact your healthcare provider; discuss symptoms and receive treatment Course of Action
4. Update your supervisor with your treatment Course of Action

REPORT TO SUPERVISOR
1. If you have symptoms
2. Someone you live with has symptoms
3. Update your supervisor with your treatment Course of Action

EMPLOYEE SICK AT WORK
1. Send HOME immediately
If Sick employee test POSITIVE for COVID-19:
2. Confidentiality notify Employees of possible exposure
3. Employees should self-monitor for symptoms
4. Clean and disinfect IAW CDC recommendations

RETURN TO WORK
Must meet ALL 3 Requirements below
1) No fever (Temperature <100.4F without fever reducing medicine) (for past 72HR if using no-test criteria)
2) Improved Cough/Shortness of breath
3) If using test for #3 criteria: Must have 2 Negative Tests that are 24 hours apart
3) If not using test for #3 criteria: At least 7 days have passed since first sign of symptoms