



**If you are sick, you must stay home.** Stay home even if you have mild symptoms of illness. The most common symptoms of COVID-19 infection are fever, cough and shortness of breath.

Symptoms of COVID-19 infection include:

- Fever
- Cough
- Shortness of breath
- Other respiratory symptoms (e.g., sore throat, runny nose, sneezing)
- Chills
- Loss of taste or smell

**In addition to staying home, if you experience [symptoms of COVID-19 infection](#), follow the steps below.**

**FIRST:** Contact your health-care provider. **Please do not show up at a clinic, urgent care or other health facility without contacting it first.** Your provider will need to take special measures to protect other people in the clinic. Telemedicine may also be available, enabling you to consult a provider from home. If you are at higher risk for serious illness, your healthcare provider may arrange a test for COVID-19.

**SECOND:** If your health-care provider has confirmed or suspects that you have COVID-19, notify your direct supervisor. The Supervisor will then notify the Executive Director.

**THIRD:** Take the following precautions to avoid getting others sick.

- **Stay home** except to get medical care. Do not go to work, school or other public areas. Avoid using public transportation, ride-sharing or taxis.
- **Wear a face mask** around other people (e.g., when sharing a room or vehicle) or pets, and before you enter a health-care provider's office. Be especially careful around persons who may be at higher risk for severe illness.
- **Practice excellent hygiene.** Cover coughs and sneezes. Wash your hands often with soap and water for 20 seconds. If soap and running water are not available, use hand sanitizer with at least 60% alcohol. Avoid touching your eyes, nose or mouth with unwashed hands.
- **Avoid sharing** personal household items (e.g., dishes, cups, utensils, towels and bedding).
- **Clean all high-touch surfaces** every day (e.g., counters, tables, doorknobs, phones and keyboards).
- **Monitor your symptoms**, take your temperature daily and call your health-care provider if symptoms worsen.
- **Stay home** and avoid contact with other people for 72 hours after the time when your symptoms improve and your fever goes down without the use of fever-reducing medication. **If your health-care provider has confirmed or suspects you have COVID-19, stay isolated until you meet the Centers for Disease Control and Prevention (CDC) [recommendations for discontinuing home isolation](#).**