

Practical Tips for Personal Anti-Virus Infection Control

THE BASIC IDEA IS:

- 1 AVOID EXPOSING OTHER PEOPLE
- 2 AVOID BEING EXPOSED BY OTHER PEOPLE

There are many ways to do this, but here are some important, basic things to do, or to avoid doing. The sub-bullets are examples to help clarify the main suggestions; they are intended to help you think, not to be all inclusive:

- ✓ **AVOID SITUATIONS** in which you might be closely exposed to someone who is infected, especially if you are over the age of 60, or have cardiovascular disease or another pre-existing chronic disease
- ✓ **AVOID SITUATIONS** in which you might expose someone else – especially someone who is over the age of 60, or has cardiovascular disease or another pre-existing chronic disease
- ✓ **IF YOU THINK YOU MIGHT BE SICK** and are coughing or sneezing, wear a face mask over your mouth and nose; if you do not have a face mask, cover your mouth and nose with some other fabric material that will catch droplets, such as a handkerchief or bandana
- ✓ **LIMIT TRIPS OUT** to essential activities
 - ✓ Groceries, medications and medical supplies, other essential supplies
 - ✓ Avoid elevators with others in them if possible, and use a tissue that you throw out to push the elevator buttons
 - ✓ Essential medical appointments (appointments for routine care can be rescheduled)
 - ✓ Keep hand sanitizer in your car and use it each time you re-enter the car after a stop
 - ✓ When you return from essential errands, wash your hands with soap and water for at least 20 seconds or clean them with alcohol-based sanitizer
- ✓ **AVOID CROWDS AND CROWDED PLACES**, if at all possible – any situation that places you in close contact with other people
 - ✓ Meetings and conferences (for essential meetings, use teleconferencing methods, if possible)
 - ✓ Airplanes, buses, trains
 - ✓ Airports, bus and train terminals
 - ✓ Public restrooms
 - ✓ Other forms of mass transit
 - ✓ Cruise ships
 - ✓ Concerts, movies, other shows
 - ✓ Exhibitions
 - ✓ Sporting events
 - ✓ For essential, face-to-face meetings or other similar, unavoidable situations, expand your “personal space” to six feet, if possible; space seating accordingly
 - ✓ Work from home, if possible
- ✓ **KEEP YOUR DISTANCE** from anyone who is coughing or sneezing – preferably at least 6 feet
 - ✓ If they cough or sneeze into a tissue, the hand they held the tissue in should be considered to be contaminated; avoid touching it
 - ✓ If they cough or sneeze into their arm or sleeve, that arm or sleeve is now contaminated and is a source of possible infection for anyone who touches it; avoid touching it
 - ✓ If you unintentionally or unavoidably do touch a hand, arm, or sleeve that someone has coughed or sneezed into, do not touch your face until you wash your hands with soap and water for at least 20 seconds or clean them with alcohol-based sanitizer

Thanks to Dr. Sam Dooley for drafting these practical tips.

✔ **AVOID TOUCHING YOUR FACE** (especially eyes, nose, or mouth) with your hands or any object that might be contaminated

- ✔ If you need to touch your face – for example, to use eyedrops – first wash your hands with soap and water for at least 20 seconds or clean them with alcohol-based sanitizer (or use clean, unused nitrile or vinyl gloves)
- ✔ If your face itches, and you cannot resist scratching it, use a clean object for scratching – for example, a tissue or a scrap of clean paper
- ✔ Do not rest your face in your hands when sitting at a table or desk

✔ **AVOID TOUCHING OTHER PEOPLE** – skin, hair, or clothing

- ✔ No handshakes, high fives
- ✔ If you unintentionally or unavoidably do touch someone or are touched by someone, do not touch your face until you wash your hands with soap and water for at least 20 seconds or clean them with alcohol-based sanitizer

✔ **AVOID TOUCHING “SHARED” OBJECTS** – things that other people are touching or have touched

- ✔ Clip that are being passed around or passed back and forth (for example, sign-in sheets, handouts, contracts being read or signed by multiple people)
- ✔ Cell phones
- ✔ Keyboards
- ✔ Pens or pencils provided for signing checks or receipts (carry your own pen for personal use; do not share it)
- ✔ Water bottles
- ✔ Drinking glasses
- ✔ Dishes and eating utensils
- ✔ Cooking utensils
- ✔ Tools
- ✔ Other similar objects
- ✔ If you must touch an object that other people are touching or have touched, clean it with sanitizing wipes (alcohol- or bleach-based) before touching it, if feasible
- ✔ If you unintentionally or unavoidably do touch something that other people are touching or have touched, do not touch your face until you wash your hands with soap and water for at least 20 seconds or clean them with alcohol-based sanitizer

✔ **AVOID USING YOUR BARE HANDS OR FINGERS TO TOUCH SURFACES** that are touched by other people (use your shoulders, hips, elbows, or a tissue or other clean object)

- ✔ Doorknobs or handles
- ✔ Push plates on doors
- ✔ Elevator buttons
- ✔ Escalator handrails
- ✔ Stairway handrails
- ✔ Counters and other working surfaces
- ✔ Handles on soft drink machines, coffee urns, sinks, towel dispensers, and similar objects
- ✔ Other similar surfaces
- ✔ If you unintentionally or unavoidably do touch a surface that is touched by other people, do not touch your face until you wash your hands with soap and water for at least 20 seconds or clean them with alcohol-based sanitizer

✔ **FREQUENTLY DISINFECT TOUCHED SURFACES AND OBJECTS** that you own using sanitizing wipes (alcohol- or bleach-based)

- ✔ Handbag or briefcase handle
- ✔ Cell phone
- ✔ Wallet
- ✔ Computer keyboard and mouse
- ✔ Steering wheel
- ✔ Other similar surfaces and objects

✔ **IF YOU COUGH OR SNEEZE**, do so into a tissue or into your arm or sleeve

- ✔ If you cough or sneeze into a tissue, throw it into the trash and wash your hands with soap and water for at least 20 seconds or clean them with alcohol-based sanitizer
- ✔ If you cough or sneeze into your arm or sleeve, that arm or sleeve is now contaminated and is a source of possible infection for anyone who touches it
- ✔ Do not cough or sneeze into your hand; but if you do, wash your hands with soap and water for at least 20 seconds or clean them with alcohol-based sanitizer