



Item No. 5 Town of Atherton

CITY COUNCIL STAFF REPORT – SPECIAL AGENDA

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GEORGE RODERICKS, CITY MANAGER

DATE: APRIL 8, 2020

SUBJECT: DETERMINATION OF THE CONTINUATION OF CONSTRUCTION ON THE ADMINISTRATION AND POLICE DEPARTMENT FACILITY AS AN ESSENTIAL GOVERNMENTAL FUNCTION

RECOMMENDATION

It is recommended that the City Council determine that the continuation of construction on the Administration and Police Department facility constitutes an essential governmental function.

BACKGROUND/ANALYSIS

On March 31, 2020, the Bay Area Counties, including San Mateo County, enacted an extension of the Shelter-in-Place Order through May 3. The Order enacts further restrictions, to include restrictions on construction activity.

Public infrastructure projects that support an Essential Governmental Function (defined locally) and Essential Infrastructure Projects are allowed to continue. The Order defines Essential Infrastructure as including airports, utilities, oil refining, roads and highways, public transportation, solid waste, cemeteries, mortuaries, crematoriums, and telecom. Projects that maintain the operation or repair of these items are allowed to continue. Therefore, work by PG&E, West Bay Sanitary, Calwater, telecom agencies, or the Town in support of that infrastructure are allowed. The Town will continue to move forward with essential infrastructure projects, such as road repair, drainage projects, and public safety projects as these sorts of activities are separately deemed essential infrastructure projects.

However, in order to move forward with the Town Center, the Council must determine that continuation of construction on the project constitutes an essential governmental function. Specifically, the Order states that construction is allowed only in the following areas (*emphasis added*):

1. Projects immediately necessary to the maintenance, operation or repair of Essential Infrastructure;

2. Projects associated with Healthcare Operations, including creating or expanding Healthcare Operations, provided that such construction is directly related to the COVID-19 response;
3. Affordable housing that is or will be income-restricted, including multi-unit or mixed-use developments containing at least 10% income-restricted units;
4. ***Public works projects, if specifically designated as an Essential Governmental Function by the lead governmental agency;***
5. Shelters and temporary housing, but not including hotels or motels;
6. Projects immediately necessary to provide critical non-commercial services to individuals experiencing homelessness, elderly persons, persons who are economically disadvantaged, and persons with special needs;
7. Construction necessary to ensure that existing construction sites that must be shut down under this Order are left in a safe and secure manner, but only to the extent necessary to do so; and
8. Construction or repair necessary to ensure that residences and buildings containing Essential Businesses, are safe, sanitary, or habitable to the extent such construction or repair cannot reasonably be delayed.

The Order provides that the Town may designate specific public works projects as supporting essential governmental functions and thereby specifically authorize their continued construction activity. At the April 1 City Council meeting, the City Council asked that staff work with S.J. Amoroso to develop an Operations Plan for continued construction activity that the Council could consider at the April 8 meeting in a determination of Essential Governmental Function for the Project.

Attached is a COVID-19 Exposure Prevention, Preparedness and Response Plan for the Town Center Project. This document was prepared by S.J. Amoroso, in consultation with Town staff for continued operation of the facility. The document addresses the responsibility of the project site managers and supervisors as well as the responsibilities of employees on the job site and visitors to the site. The document addresses exposure situations and recordkeeping. The document includes the screening questions and screening log prepared as part of the Builder's Roundtable Subcommittee.

It was noted at the April 1 City Council meeting that the County Order does not designate library facilities and services as essential. Because of this determination, the Town does not retain the ability to designate such activity as essential. This would also prevent the Town from authorizing continued construction on the Library portion of the project. However, the Town does retain the ability to determine that construction on the Administration and Police Facility portion of the project as essential.

The Town has the resources to safely manage and inspect the continued operation of this portion of the project. Staff recommends that the Council designate construction on the Administration and Police Facility portion of the project as essential in support of an Essential Governmental Function.

ATTACHMENTS

Determination of Essential Governmental Function

April 8, 2020

Page 3 of 3

COVID-19 Exposure Prevention, Preparedness and Response Plan for the Town Center Project

S.J. Amoroso Construction Co., LLC COVID-19 Exposure Prevention, Preparedness and Response Plan for the Atherton Civic Center Project

S.J. Amoroso Construction Co., LLC takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak. This is particularly true for the construction industry, which has been deemed “essential” during this Declared National Emergency. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented throughout the Company and at all of our jobsites. We have also identified a team of employees to monitor available U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) guidance on the virus.

This Plan is based on currently available information from the CDC and OSHA, and is subject to change based on further information provided by the CDC, OSHA, and other public officials. Amoroso Construction may also amend this Plan based on operational needs.

I. Responsibilities of Managers and Supervisors

All Amoroso managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

II. Responsibilities of our Trade Partners

All Trade Partners shall comply with Amoroso Construction’s COVID-19 Exposure Prevention, Preparedness, and Response Plan. All Trade Partners and their employees shall comply with this plan as if it were their own. Where the term “employee” is used, it shall pertain to any person entering an Amoroso office, trailer or jobsite. If you are a Trade Partner employee, the terms “manager” and “supervisor” shall refer to your immediate manager or supervisor.

III. Responsibilities of Employees

We are asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our jobsites, we all must play our part.

As set forth below, Amoroso Construction has instituted various housekeeping, social distancing, and other best practices at our jobsites. All employees must follow these. Everyone is a partner in insuring jobsite safety and if you observe a person or situation which is unsafe you should immediately notify your supervisor or safety personnel.

In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact **Mike Jackman (714) 473-2513 for Southern California or Mike Newell (650) 235-0917 for Northern California.**

OSHA and the CDC have provided the following control and preventative guidance to all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes, and discard used tissues in the trash. Amoroso encourages our Trade Partners to provide tissues for the employees.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing
- Loss of smell and taste; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away. If you do not go to work be sure to inform Amoroso Construction in the usual manner.

IV. Job Site Protective Measures

Amoroso Construction has instituted the following protective measures at all jobsites.

A. General Safety Policies and Rules

- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.
- Safety meetings will be by telephone, if possible. If safety meetings are conducted in-person, attendance will be collected verbally, and the foreman/superintendent will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.
- All essential meetings will be conducted with groups of less than 10 participants while maintaining social distancing. Promote video and telephone conferences in lieu of face to face meeting.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- Amoroso Construction understands that due to the nature of our work, access to running water for hand washing may be impracticable. In these situations, Amoroso Construction will provide portable hand wash stations and/or alcohol-based hand sanitizers and/or wipes.
- Employees should limit the use of co-worker's tools and equipment. To the extent tools must be shared, Amoroso Construction will provide alcohol-based wipes to clean tools before and after use.
- Employees are encouraged to limit the need for N95 respirator use, by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.
- Employees shall not ride-share unless they can maintain the mandatory Social Distancing or they are family members living in the same household.

- If practicable, employees should use/drive the same truck or piece of equipment every shift.
- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.

Social Distancing

- Practice social distancing- “**mandatory**” distance of 6’ between persons, to reduce person-to person transmission. This applies to everyone at **all times, including breaks and lunch**. All craftsmen shall leave the jobsite promptly at the end of the day. Please Note: The use of PPE (i.e. respirators and face shields) does **not** alter or limit the 6’ mandatory Social Distancing requirement per Public Health Departments guidelines.

Failure to adhere to the mandated Social Practices Guidelines and any other Emergency Public Health Orders could result in a Police action. Pursuant to Government Code sections 26602 and 41601 and Health and Safety Code section 101029, the Health Officer requests that the Sheriff and all chiefs of police in the Bay Area Counties ensure compliance with and enforce this Order. The violation of any provision of this Order constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is punishable by fine, imprisonment, or both. Additionally, the Carpenters and Labors Union in the Bay Area Counties will be out monitoring for Best Practices for COVID-19, failure to adhere to Amoroso’s COVID Action Plan could result in the Unions shutting down a project.

Signage and Storage Facilities

- A copy of Social Distancing Protocol shall be posted at “all” field trailer entrances, offices, entrances to all buildings under construction, construction elevators and any other point of entry that may require a limited number of craftsmen (i.e. confined spaces, connex boxes, trailers). All connex boxes are limited to one occupant at a time. This requirement includes all subcontractor temporary field office trailers and storage facilities.

B. Job Site Visitors

- The number of visitors to the job site, including the trailer or office, will be limited to only those necessary for the work.
- All visitors will be screened in advance of arriving on the job site. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access the jobsite:
 - Have you been confirmed positive for COVID-19?
 - Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?

- Have you been in close contact with any persons who has been confirmed positive for COVID-19?
- Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
- Have you been out of the country within the last two weeks?
- Site deliveries will be permitted but should be properly coordinated in line with the employer's minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if at all possible.

C. Personal Protective Equipment and Work Practice Controls

- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, class II vest and hearing protection), employers will also provide:
 - All visitors shall provide their own Personal Protective Equipment including, but not limited to, hard hat, safety vest, eye protection, gloves, etc.
 - Eye protection: Eye protection shall be worn at all times while on-site.
 - **NOTE:** The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Employees should wear N95 respirators if required by the work and if available.
- Due to the current shortage of N95 respirators, the following Work Practice Controls should be followed:
 - Keep dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.
 - Limit exposure time to the extent practicable.
 - Isolate workers in dusty operations by using a containment structure or distance to limit dust exposure to those employees who are conducting the tasks, thereby protecting nonessential workers and bystanders.
- Institute a rigorous housekeeping program to reduce dust levels on the jobsite.

V. Job Site Cleaning and Disinfecting

Amoroso Construction has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Jobsite trailers and break/lunchroom areas will be cleaned three times per day. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), as recommend per the manufacture of the cleaning product.
- Any trash collected from the jobsite must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- Any portable jobsite toilets should be cleaned by Amoroso Construction three times a day and disinfected on the inside. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected during this cleaning process as well.
- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.
- If an employee has tested positive for COVID-19, OSHA has indicated that there is typically no need to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, Amoroso Construction will clean those areas of the jobsite that a confirmed-positive individual may have come into contact with before employees can access that workspace again.
- Amoroso Construction will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant;
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions (these can be used if appropriate for the surface).
- Amoroso Construction will maintain Safety Data Sheets of all disinfectants used on site.

VI. Jobsite Exposure Situations

- **Employee Exhibiting COVID-19 Symptoms**

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Amoroso Construction will similarly require an employee that reports to work with symptoms to return home until they are symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

- **Employee Tests Positive for COVID-19**

An employee that tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test and have not had a subsequent illness. Employees that test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery;¹ and (2) at least seven (7) days have passed since symptoms first appeared. Employees that test positive and have been hospitalized may return to work when directed to do so by their medical care provider. Amoroso Construction will require an employee to provide documentation clearing their return to work.

- **Employee Has Close Contact with a Tested Positive COVID-19 Individual**

Employees that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet for a prolonged period of time.

If Amoroso Construction learns that an employee has tested positive, Amoroso Construction will conduct an investigation into co-workers that may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with the carrier. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier.

VII. OSHA Recordkeeping

¹ Recovery is defined as: (1) resolution of fever with the use of fever-reducing medications; and (2) improvement in respiratory symptoms (e.g., cough, shortness of breath).

If a confirmed case of COVID-19 is reported, Amoroso Construction or our Trade Partners will determine if it meets the criteria for recordability and reportability under OSHA’s recordkeeping rule. OSHA requires construction employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employee. “In-patient” hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has made a determination that COVID-19 should *not* be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an “illness.” However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 (but not a confirmed diagnosis), the recordability analysis would not necessarily be triggered at that time.

If an employee has a confirmed case of COVID-19, Amoroso Construction will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs *outside* of the work environment. Thus, if an employee develops COVID-19 *solely* from an exposure outside of the work environment, it would not be work-related, and thus not recordable.

Amoroso Construction’s assessment will consider the work environment itself, the type of work performed, risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, Amoroso Construction will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident occurring.

VIII. “Essential” Industry

Several States and localities are issuing orders that prohibit work and travel, except for essential businesses. In general, construction work has been deemed essential and Amoroso Construction and our Trade Partners are committed to continuing operations safely. If upon your travel to and from the worksite, you are stopped by State or local authorities, you will be provided a letter that you can show the authorities indicating that you are employed in an “essential” industry and are commuting to and from work.

IX. Confidentiality/Privacy

Except for circumstances in which Amoroso Construction and our Trade Partners is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase. A sample notice to employees is attached to this Plan. Amoroso Construction reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

X. General Questions

Given the fast-developing nature of the COVID-19 outbreak, Amoroso Construction may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact **Mike Newell (650) 235-0917**.

XI. Atherton Town Center Project – Processes and Documentation

In addition to the Guidelines above, the below measures and processes will be implemented.

1. Record Keeping – The Town of Atherton has created a list of five (5) questions that must be asked of all employees each day prior to beginning work. Along with these questions, a “Daily Construction Site Screening Log” has been provided. Amoroso and our trade partners will designate one individual from each trade to ask and document these screenings daily. Once completed, these forms will be compiled and sent to Marty Hanneman and Michael Greenlee for record. These sample forms from the Town have been attached to this plan.
2. Inspections – Notifications/ requests for inspections to the Town of Atherton will remain the same (via email). Inspections shall be performed via phones, pictures and videos to limit contact with Town personnel. However, if a physical inspection is necessary, all social distancing standards will be followed under the CDC and OSHA guidelines.
3. Amoroso will be mobilizing a larger office trailer for Jobsite management to work while maintaining the social distancing protocols.

COVID-19 Toolbox Talk (Daily)

Date: _____

Trainer: _____

Name	Verbal Acknowledgement

What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults. Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

How is COVID-19 Spread?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

COVID-19 Prevention and Work Practice Controls:

Worker Responsibilities

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands. Avoid close contact with people who are sick.
- Notify your supervisor if you have symptoms (i.e., fever, cough, or shortness of breath) and stay home—**DO NOT GO TO WORK.**
- Avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six (6) feet. Where work trailers are used, only necessary employees should enter the trailers and all employees should maintain social distancing while inside the trailers.
- Avoid ridesharing. While in vehicle, ensure adequate ventilation.
- If practicable, use/drive the same truck or piece of equipment every shift.
- In lieu of using a common source of drinking water, such as a cooler, use individual water bottles.
- Maintain at least (6) feet of personal space while waiting to enter or exit the project.

General Job Site Practices

- Clean AND disinfect frequently touched objects and surfaces. Dirty surfaces can be cleaned with soap and water prior to disinfection.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used tools and equipment on a regular basis.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers if it can be avoided. If not, disinfect before and after each use.
- Arrange for any portable job site toilets to be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Any trash collected from the jobsite must be changed frequently by someone wearing gloves.

**Construction Site Screening Questions
Under the COVID-19 Shelter in Place Order**

Please answer the following five (5) questions with a YES or NO.

1. Have you experienced any cold or flu-like symptoms in the last 24 hours (to include cough or fever or sore throat or respiratory illness or difficulty breathing)?
2. Have you had close contact with someone that is experiencing any cold or flu-like symptoms in the last 24 hours (to include cough or fever or sore throat or respiratory illness or difficulty breathing)?
3. Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?
4. Have you traveled out of country or been in close contact with anyone who has traveled out of country in the last 14 days?
5. Have you returned from any out of state travel or been in close contact with anyone who has traveled out of state in the last 14 days? **(Note: Out of State travel will not automatically bar you from the site)**

If you answered YES to any of the questions above, you may be prohibited from entering the jobsite.

Thank you for your cooperation and understanding.

SOCIAL DISTANCING PROTOCOL

1

Maintain Distance

Maintain a minimum distance of six feet from others.

2

Avoid In-Person Meetings

Use the telephone, online conferencing, e-mail, etc. to conduct business. If a face-to-face meeting is unavoidable, keep it brief, maintain distance, and do not shake hands.

3

Eliminate Travel

Cancel or postpone nonessential meetings, gatherings, workshops and training sessions.

4

Do Not Congregate

Do not congregate in offices, lunch areas, copier rooms or other areas where people socialize.

5

Stay Home

Do not enter the facility if you have a cough, fever, or have any signs of illness; sneeze and cough into a cloth or tissue or, if not available, into one's elbow.

**CLEAN
HANDS KEEP
YOU HEALTHY.**

**Wash your hands with soap
and water for at least**

20 SECONDS.



LIFE IS BETTER WITH

**CLEAN
HANDS**



www.cdc.gov/handwashing



NOTICE

ONLY ONE CRAFTSMAN
AT A TIME IN THE
CONNEX
NO EXCEPTIONS

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.

