The best way to prevent illness is to avoid being exposed to this virus. 

**HOW IT SPREADS:**

*The virus is thought to spread mainly from person-to-person. For Example:*

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.

**PREVENTION:**

**CLEAN YOUR HANDS**

- Wash your hands often with soap and water for at least 20 seconds—just long enough to sing your ABCs! This is especially important after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- Use a hand sanitizer that contains at least 60% alcohol if soap and water are not available. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your face—eyes, nose, and mouth—with unwashed hands.

**AVOID CLOSE CONTACT WITH OTHERS**

*Practice “social distancing”*

- Social distancing is putting distance between yourself and other people. This is important since many patients are passing the virus before they have symptoms. Increasing space between us decreases the chance of catching an infection.
- Avoid contact with people who are sick
- Don’t shake hands

**PROTECT OTHERS:**

**STAY HOME**

If you feel sick, except to seek medical care.

Take advantage of UVA’s Teladoc: To learn who can use Teladoc and how to register for Teladoc services, please visit https://hr.virginia.edu/benefits/teladoc.

**FACE COVERING?**

Only if you must work within 6 feet of someone else. N95s are only to be used if your job requires it.

**COVER**

- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

**CLEAN & DISINFECT**

Frequently touched surfaces.

Clean AND disinfect frequently touched surfaces daily. If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.
AT UVA FM:

- **AVOID meeting in groups or close quarters**
  Hold a “virtual toolbox talk”! Email this sheet & other safety resources to your teammates. Ask that they look it over completely. Managers & supervisors may make this an expectation of their teams.

- **BE AWARE of heightened cleaning & disinfecting expectations and jobsite hazards.**
  
  - Be aware of situations and tasks that require PPE. Refer to existing SOPs for routine tasks. UVA FM Occupational Health and Safety is available to serve as a resource when creating a Job Hazard Analysis or an SOP. Reach out for guidance: FM-OHS@virginia.edu.
  
  - Commit to practicing clean habits and maintaining a high expectation around cleaning, both at home and at work. Close off areas for 24 hours that infected individuals have inhabited and open windows, Use an EPA-approved disinfectant to disinfect all surfaces and be sure to leave it for the recommended contact time.
  
  - FM Operations teams have developed cleaning and disinfecting guidelines that are to be used. If you are not sure what these are, please check with your supervisor. The CDC recommendations are being monitored daily and guidelines may change to reflect these.

**ADDITIONAL RESOURCES:**

- Novel Coronavirus | UVA: [https://www.virginia.edu/coronavirus](https://www.virginia.edu/coronavirus)
- COVID-19 Tracking Tool/Resource created by students at Stanford, UVA & Virginia Tech: [https://www.trackcorona.live](https://www.trackcorona.live)
- Mutual Aid Infrastructure - Charlottesville: [https://www.facebook.com/groups/500721927287565/](https://www.facebook.com/groups/500721927287565/)