



# FOUNTAIN & WARREN HEALTH DEPARTMENT

PREVENT • PROMOTE • PROTECT

April 23, 2020

Dear Fountain and Warren County Business Owner:

As we anticipate the opening of our businesses locally, the Fountain & Warren County Health Department would like to share some helpful tips and reminders moving forward.

You can always visit our website: [FWHealth.org](http://FWHealth.org), [CDC.gov](http://CDC.gov), and [OSHA.gov](http://OSHA.gov) for more information.

Best Regards,

The Fountain & Warren County Health Department

**Fountain & Warren County Health Department**

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## FOUNTAIN & WARREN HEALTH DEPARTMENT

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### COVID-19 Quick Reference

- **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- **Wear a Mask:** The employee should wear a face mask at all times while in the workplace. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- **Perform routine environmental cleaning.** Routinely clean and disinfect all frequently touched surfaces, such as workstations, countertops, handrails, and doorknobs. Discourage sharing of tools and equipment, if feasible.
- **Consider limiting the number of people in your place of business or facility at one time.**
- **Develop other flexible policies for scheduling and telework (if feasible) and create leave policies** to allow employees to stay home to care for sick family members or care for children if schools and childcare close.
- **Plan to implement practices to minimize face-to-face contact between employees if social distancing is recommended by your state or local health department. Actively encourage flexible work arrangements such as teleworking or staggered shifts**
- **If an employee becomes sick while at work, they should be separated from other employees, customers, and visitors and sent home immediately.**
- **Prepare to Implement Basic Infection Prevention Measures.** Promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol. Encourage respiratory etiquette, including covering coughs and sneezes.
- Refer to CDC.gov and OSHA.gov for more information



## What steps should be taken to clean and disinfect against COVID-19?

### ***How to Clean:***

As part of standard infection control practices, routine cleaning should be ongoing and time should be allocated for individuals to thoroughly clean. Surfaces touched most frequently should be prioritized. These can become reservoirs for germs and pathways to be transmitted to people through surface contact.

**Cleaning removes germs, dirt and impurities from surfaces or objects. Disinfecting kills germs on surfaces or objects.**

**Cleaning:** Always clean surfaces prior to use of disinfectants in order to reduce soil and remove germs. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. Clean surfaces using water and soap or detergent to reduce soil and remove germs. For combination products that can both clean and disinfect, always follow the instructions on the specific product label to ensure effective use.

**Disinfection:** Cleaning of soiled areas must be completed prior to disinfection to ensure the effectiveness of the disinfectant product. Individuals do not need to wear respiratory protection while cleaning or disinfecting, but should use personal protective equipment (e.g. gloves) as recommended on product labels. Carefully read and follow all label instructions for safe and effective use.

### ***What to clean with:***

Every day household cleaners and disinfectants are recommended such as Lysol, Clorox, Mr. Clean, any generics of these brands, etc. These products are available in sprays, wipes, and liquids. Follow label directions to kill the virus. This includes adequate contact times (i.e., the amount of time a disinfectant should remain on surfaces to be effective). Times can be up to 10 minutes. Disinfectants that come in a wipe form will also list effective contact times on their label.

For cleaners and disinfectants that come in concentrated forms, carefully follow label instructions to ensure effectiveness.

**Home cleaning solution** 1/4 cup of bleach in 1 quart of water or 1 cup of bleach in 1 gallon of water. (Please use gloves)

**Disposal:** Place all used gloves and other disposable items in a bag that can be tied closed before disposing of them with other waste. Wash hands with soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available. Soap and water should be used if hands are visibly soiled.

**If a confirmed case of COVID-19 was in your location, perform cleaning and disinfection of frequently touched surfaces throughout the area.** Cleaning and disinfection should be conducted by individuals who have been trained to use products in a safe and effective manner. Training should be ongoing to ensure procedures for safe and effective use of all products are followed. Training assures that individuals are reminded to read and follow use and safety instructions on product labels. It should also identify the location of all personal protective equipment (e.g., gloves) that should be used.

### ***Where to clean:***

#### **Restrooms (High Risk Location)**

- Clean and disinfect all restroom surfaces, fixtures, door knobs, push plates, and switches

#### ***Examples of priority areas for routine cleaning include:***

- High contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles.
- Dust- and wet-mopping or auto-scrubbing floors.
- Vacuuming of entryways and high traffic areas.
- Removing trash
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills
- Regular cleaning and laundering of linens

#### ***Examples of frequently touched surfaces:***

- Computers & Accessories
- Desks and chairs
- Counters, tables and chairs
- Door handles and push plates
- Handrails
- Kitchen and bathroom faucets
- Appliance surfaces

#### **First Aid Station/Health Office:**

- Clean and disinfect health cots regularly (after each use)
- Cover treatment tables and use pillow protectors
- Discard or launder coverings after each use

# COVID-19 Touch Point Disinfection Recommendations for Retail Foodservice Customer Areas

## Retail Foodservice Facilities

Comprise of retail food establishments, grocery, and food events that are visited by the general public. Frequency of disinfection will vary based on customer traffic.

### Cleaning

Refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. By removing the germs, it decreases their number and therefore any risk of spreading infection

### Disinfecting

Works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

### EPA tested sanitizers and disinfectants

Follow all manufacturer's directions, in particular, mixing chemical concentrations, application and contact time.

<https://www.epa.gov/newsreleases/epa-releases-list-disinfectants-use-against-covid-19>

### Disposable gloves

An extra layer of protection during cleaning activities is advisable.

### Proper handwashing after disinfecting customer areas

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

## Restaurants

- ☐ Door handles inside and outside.
- ☐ Counters, railings, tables and chairs.
- ☐ Touch screens, self-serve kiosks, credit card readers, change dispensers, keyboards.
- ☐ Restroom doors, faucets, sinks, soap and paper towel dispensers, toilet flushers.
- ☐ Self-service areas; drink dispensing equipment, condiment dispensers, beverage pitchers, single service utensil and napkin dispensers.
- ☐ Table accessories; table pagers, table tents, menus, salt and pepper shakers
- ☐ Self-service food dispensing equipment- microwaves, breakfast bar cooking equipment, buffet utensils, reach-in refrigeration handles.
- ☐ To go areas, trays, reusable baskets
- ☐ Light switches
- ☐ Telephones
- ☐ Play places and bounce houses

## Grocery

- ☐ Grocery cart handles
- ☐ Disability scooters
- ☐ Scales
- ☐ Handles of self-serve freezers and coolers
- ☐ Check-out lanes
- ☐ Restroom fixtures
- ☐ Door handles

**Fountain & Warren County Health Department**  
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# COVID-19 Foodservice Recommendations

## Pre-Opening Checklist After Closure or Reduced Service

### AFFECTED RETAIL FOODSERVICE

*Includes but not limited to, restaurants, food courts, bars, taverns, breweries, wine tastings, coffee shops, bakeries, ice cream parlors, snack bars, concessions, sport facilities, mobile units*

### ADMINISTRATIVE

- Review company employee health policy. Develop COVID-19 pandemic addendum for ill and returning employees [www.CDC.gov](http://www.CDC.gov)
- Policies for social distancing and personal protection equipment are in place for staff and guests

### WATER SUPPLY

- Verify hot water supply is adequate
- Consider testing water supply if on a private well
- Flush all water lines; all sinks, hot water heater, ice makers, water filtration systems, dishwashers and steam systems for 10 to 15 minutes
- Ice machines; discard ice, clean and sanitize bins. Change filters. Consider professional service
- Replace beverage dispenser filters and flush systems

### SANITIZING

- Verify chemicals and sanitizer test strips have not expired
- Verify dispensing systems, and dishwashers are meeting correct water temperature and sanitizer concentrations

### HANDWASHING

- Clean and sanitize sink and faucets
- Hot (100 F) and cold-water supply
- D Hand soap, paper towels, disposable gloves

### REFRIGERATION

- All refrigerators, walk-ins, and opentops, are holding food temperatures below 41 F, thermometers are easily visible near door
- All freezers are holding at 0F or below
- All expired and opened food products are disposed. Dispose of all food items if there was power loss or no daily monitoring of temperatures
- Clean and sanitize interiors, shelving, gaskets and door handles
- Clean coils, replace filters, inspect for damaged door gaskets

### EQUIPMENT

- All utensils and equipment must be cleaned and sanitized; metal pans, glassware, ceramic dishes, table top equipment, sinks, prep tables
- Check for gas leaks and make sure pilot lights are ignited
- Ensure that heating equipment can heat to the appropriate cooking temperatures
- Verify all equipment used for food preparation {cooking, hot holding, cooling, reheating, etc.) is functioning and properly calibrated prior to use
- Ventilation and fire suppression systems properly tagged, cleaned and functioning

### PEST CONTROL

- Ensure pests have not entered the facility. Indicators; nesting materials, droppings, product damage, insects, casings, eggs, and active activity
- Inspect food for pest activity, expired or damaged packaging. Maintain FIFO
- Seal all openings, cracks, crevices and verify weather stripping is intact

## Home Care Instructions for Novel Coronavirus (COVID-19)

The following instructions are for people who have or are being evaluated for novel coronavirus (COVID-19) and their families and caregivers. If you have or are being evaluated for COVID-19, you should follow the prevention steps below until a healthcare provider, the Indiana State Department of Health (ISDH), or your local health department determines that you can return to your normal activities.

If you are not sure if you have COVID-19, contact your healthcare provider. Your healthcare provider, in consultation with the health department, will determine whether you meet criteria for COVID-19 testing and will determine the most appropriate care plan for you.

### INFORMATION FOR COVID-19 PATIENTS WHO ARE NOT HOSPITALIZED

1. **Stay home except to get medical care.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not go to work, school, or public areas, and do not use public transportation, ride-sharing or taxis.
2. **Separate yourself from other people and animals in your home.** As much as possible, stay in a specific room away from other people in your home. If possible, use a separate bathroom. If you must be in the same room as other people, wear a facemask to prevent spreading germs to others. Although there have not been reports of pets becoming sick with COVID-19, you should also avoid contact with animals or pets while you are sick.
3. **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medications such as acetaminophen, to help you feel better.
4. **Call ahead before visiting your doctor** and tell them that you have or may have COVID-19 so they can prepare for your visit and take steps to keep other people from being exposed or infected.
5. **Wear a facemask.** You should wear a cloth face covering when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room. **NOTE:** During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.
6. **Cover coughs and sneezes.** To prevent spreading germs to others, when coughing or sneezing cover your mouth and nose with a tissue or your sleeve. Throw used tissues in a lined trash can, and immediately wash hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer if soap and water are not available. You should use soap and water if your hands are visibly dirty.
7. **Wash your hands often** and thoroughly with soap and water for at least 20 seconds. Use alcohol-based hand sanitizer if soap and water are not available and if hands are not visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.
8. **Avoid sharing household items.** Do not share dishes, drinking glasses, cups, eating utensils, towels, bedding or other items with other people or pets in your home. These items should be washed thoroughly after use with soap and warm water.

### 9. Clean all “high-touch” surfaces every day.

- **Clean and disinfect** high-touch surfaces in your “sick room” and bathroom. Let someone else clean and disinfect surfaces in common areas, but you should clean your bedroom and bathroom, if possible.
- **If a caregiver or other person needs to clean and disinfect** a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the person who is sick has used the bathroom before coming in to clean and use the bathroom.

*High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets and bedside tables.*

- **Clean and disinfect areas that may have blood, stool or body fluids on them.**
- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
  - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product

10. **Monitor your symptoms.** If illness gets worse (e.g., trouble breathing, pain in chest), get medical care right away. **Before** you visit a clinic or hospital, call your healthcare provider and tell them that you have, or might have, COVID-19. This will help your provider take steps to keep other people from getting infected. If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for, COVID-19. If possible, put on a facemask before emergency medical services arrive.

### 11. How to discontinue home isolation.

- **People with COVID-19 who have stayed home (home isolated)** can leave home under the following conditions\*\*:
  - **If you have not had a test** to determine if you are still contagious, you can leave home after these three things have happened:
    - You have had no fever for at least 72 hours (that is three full days of no fever **without** the use of medicine that reduces fevers)
    - AND**
    - other symptoms have improved (for example, when your cough or shortness of breath have improved)
    - AND**
    - at least 10 days have passed since your symptoms first appeared
  - **If you have had a test** to determine if you are still contagious, you can leave home after these three things have happened:



## Home Care Instructions for Novel Coronavirus (COVID-19)

- You no longer have a fever (**without** the use of medicine that reduces fevers)  
**AND**
- other symptoms have improved (for example, when your cough or shortness of breath have improved)  
**AND**
- you received two negative tests in a row, at least 24 hours apart. Your doctor will follow CDC guidelines.

**People who DID NOT have COVID-19 symptoms, but tested positive and have stayed home (home isolated)** can leave home under the following conditions\*\*:

- **If you have not had a test** to determine if you are still contagious, you can leave home after these two things have happened:
  - At least 10 days have passed since the date of your first positive test  
**AND**
  - You continue to have no symptoms (no cough or shortness of breath) since the test.
- **If you have had a test** to determine if you are still contagious, you can leave home after:
  - You received two negative tests in a row, at least 24 hours apart. Your doctor will follow CDC guidelines.

Note: if you develop symptoms, follow guidance above for people with COVID19 symptoms.

\*\*In all cases, **follow the guidance of your doctor and local health department**. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Some people, for example those with conditions that weaken their immune system, might continue to shed virus even after they recover.

### INFORMATION FOR CAREGIVERS AND HOUSEHOLD MEMBERS OF COVID-19 PATIENTS

1. **Limit visitors to only people caring for the patient.** As much as possible, anyone who is not caring for the patient should stay in another home or stay in other rooms. They should also use a separate bedroom and bathroom, if possible. Keep elderly people and those who have weak immune systems or chronic health conditions away from the person.
2. **Make sure that shared spaces in the home have good air flow.** Open windows or use an air conditioner, if possible.
3. **Wash your hands often** with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains 60% to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. You should use soap and water if your hands are visibly dirty.
4. **Avoid touching your eyes, nose, and mouth with unwashed hands.**
5. **Wear a disposable facemask** when in the same room as the patient.
6. **Wear a disposable facemask and gloves** when you touch or have contact with the patient's blood, body fluids and/or secretions, such as saliva, sputum, nasal mucus, vomit, urine or diarrhea. Throw these away after use and do not reuse. When removing, first remove and dispose of gloves, then immediately clean your hands with soap



- and water or alcohol-based hand sanitizer. Next, remove and dispose of the facemask, and immediately clean your hands again with soap and water or alcohol-based hand sanitizer.
7. **Avoid sharing household items.** Do not share dishes, drinking glasses, cups, eating utensils, towels, bedding or other items the patient. Follow the cleaning instructions below.
  8. **Clean all “high-touch” surfaces**, such as counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets and bedside tables, every day using household disinfectants. Also, clean any surfaces that may have blood, body fluids and/or secretions or excretions on them.
  9. **Cleaning Instructions:**
    - Follow the recommendations provided on cleaning product labels, including precautions you should take when applying the product, such as wearing gloves or aprons and making sure you have good ventilation during use of the product.
    - Wash laundry thoroughly. Immediately remove and wash clothes or bedding that have blood, body fluids and/or secretions or excretions on them. Wear disposable gloves while handling soiled items and keep soiled items away from your body. Wash your hands immediately after removing your gloves. Read and follow directions on labels of laundry or clothing items and detergent. In general, wash and dry with the warmest temperatures recommended on the clothing label.
    - Place all used disposable gloves, gowns, facemasks and other contaminated items in a lined container before disposing of them with other household waste. Wash your hands immediately after handling these items.
  10. **Monitor the patient’s symptoms.** If they are getting sicker (e.g., trouble breathing, pain in chest), call their medical provider and tell the medical staff that the person has, or is being evaluated for, COVID-19. This will help the healthcare provider’s office take steps to keep other people from getting infected. Ask the healthcare provider to call the local or state health department for additional guidance. If the patient has a medical emergency and you need to call 911, notify the dispatch personnel that the patient has, or is being evaluated for, COVID-19.
  11. **Monitor your own health** for signs and symptoms of COVID-19, including fever, cough or shortness of breath. Contact your healthcare provider if you develop any of these symptoms. Call your provider **before** going to a hospital or clinic to describe your symptoms and let them know that you are a close contact of someone with COVID-19.

### ADDITIONAL INFORMATION

Questions about COVID-19 may be directed to the ISDH COVID-19 Call Center at the toll-free number 877-826-0011 (available 8 a.m. to midnight).

### WHAT IS COVID-19?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. Patients with COVID-19 have experienced mild to severe respiratory illness, including fever, cough and shortness of breath. The virus that causes COVID-19 is a novel (new) coronavirus. It is not the same as other types of coronaviruses that commonly circulate among people and cause mild illness, like the common cold.

### HOW DOES COVID-19 SPREAD?

The virus that causes COVID-19 is thought to spread mainly from person-to-person, between people who are in close contact with one another (within about 6 feet) through respiratory droplets when an infected person coughs or sneezes. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

### FOR FOOD REGULATORS

On March 16, 2020, Gov. Eric J. Holcomb issued [Executive Order 20-04](#) announcing restaurants, bars, nightclubs and other establishments that provide in-dining services to close to in-person patrons through March 31, 2020. This was extended until April 20 through [Executive Order 20-18](#) and now includes not only interior dining areas, but also patios, outdoor seating areas and parking lots. The intent of the executive order is to keep people from congregating in a dining area. Retail food establishments may allow people to walk in to pick up food or have employees bring an order out to a vehicle. Lines of customers waiting for a takeout order should be discouraged and could be addressed by signage or employees promoting social distancing (staying at least six feet apart and/or no more than 10 people at a time). Jurisdictions and food businesses should work together to decide the most effective way to implement this executive order. Implementation should also take into consideration disease activity within the community.

Food industry is a part of the nation's critical infrastructure and food regulatory professionals should work with food industry partners to ensure they are able to remain in operation while adhering to the Governor's executive order. Information is rapidly evolving in regards to COVID-19 and information in this document may be subject to change.

### CAN COVID-19 BE SPREAD THROUGH FOOD OR FRESH PRODUCE?

The CDC, FDA, and ISDH are not aware of any reports at this time of human illnesses that suggest COVID-19 can be transmitted by food or food packaging. However, it is always important to follow good hygiene practices (i.e., wash hands and surfaces often, separate raw meat from other foods, cook to the right temperature, and refrigerate foods promptly) when handling or preparing foods.

As consumers select their produce, adhering to food safety guidance is critical. We encourage consumers to wash their hands, and wash and prepare their produce following FDA recommendations.

Farmers markets are considered essential and are permitted to continue operations under Gov. Eric J. Holcomb's executive order. Specifically, the order designates "certified farmers markets" as essential businesses. Operators are encouraged to follow the CDC guidance for social distancing of six feet.

### FOOD EMPLOYEE HEALTH AND HYGIENE

Educate food employees on the symptoms of COVID-19 to include fever, cough, and shortness of breath. Educate employees on good respiratory hygiene to include hand washing, covering coughs and sneezes, and avoid touching the face, nose, or mouth. Follow CDC guidelines on home isolation for food employees who are COVID-19 cases, contacts, or when exhibiting respiratory symptoms. When a food employee is positive for COVID-19, management should consult with the local health department, food regulatory authority, or ISDH for guidance.

- All food employees should monitor for symptoms of fever, cough, or difficulty breathing. Food employees should notify management of symptoms, exposure to COVID-19 cases, or if they were diagnosed with COVID-19.
- COVID-19 cases will be excluded until 72 hours after fever has subsided (without use of a fever reducer), when other symptoms have improved (cough or shortness of breath), and at least 7 days after symptoms appeared.
- Exclude contacts of COVID-19 cases for 14 days from last exposure. Contacts should stay home and monitor for symptoms. Contact your local health department or ISDH for guidance on close contact exclusion.
- Food employees should stay at home when experiencing respiratory symptoms and should only return to work when they are no longer experiencing symptoms.

There are no approved vaccines or anti-viral drugs for COVID-19. Employees who have recently traveled in affected areas, are symptomatic, or were around people suffering from respiratory infections should immediately contact a health professional for instructions.

Public health officials also say that asymptomatic infections, are highly probable and asymptomatic individuals may still be actively shedding the virus. Therefore, practicing social distancing, good sanitization of food contact surfaces, and disinfection of high touch surfaces is important.

### HOW ELSE MAY FOOD ESTABLISHMENT MANAGERS AND EMPLOYEES PREVENT THE SPREAD OF DISEASE?

Ensure that food employees also practice social distancing of at least 6 feet between individuals. Voluntary use of simple cloth face coverings as a public health measure can be utilized in food facilities. However, ensure that cloth face coverings are laundered and maintained in accordance with FDA regulations.

Food contact surfaces should continue to be cleaned and sanitized as before using hot water or chemical sanitizer that have already been approved for use. High touch point surfaces (door knobs, light switches, toilets, and sinks etc.) that are not food contact surfaces can be cleaned and disinfected with EPA recommended disinfectants in the proportions stated on the label. Ensure dishwasher and/or three-compartment sinks are used properly and contain the appropriate level of sanitizer and/or water temperature for the final rinse. Maintain adequate supplies of gloves, hand soap and hand sanitizers, sanitizers and disinfectants, and other PPE (if employees choose to wear masks). Order more if needed (without over-ordering).

Until told otherwise, restrict dine-in and only offer food to patrons using drive thru, take-out, and delivery services. For establishments allowing take-out, restrict consumer self-service options like buffets, salad bars, unpackaged food displays (hot dog rollers, donuts etc.) and unpackaged utensils. Retail food establishments should limit the number of customers in their establishment at any given time to adhere to the CDC's social distancing guidelines to protect both their employees and the public.

### WHAT SHOULD BE DONE IN THE EVENT OF A BODY FLUID INCIDENT?

If a customer or employee vomits or has diarrhea, implement the same protocols used for Norovirus. Provide personal protective equipment and have the supplies needed for cleanup, including an approved disinfectant effective against viruses. The CDC recommends 1/3 cup of bleach to 1 gallon of water for environmental cleaning after an incident.

### U.S. DEPARTMENT OF AGRICULTURE FOOD PROGRAM AVAILABILITY

The USDA is monitoring the COVID-19 situation closely in collaboration with federal and state partners. The USDA Food and Nutrition Service programs are ready to assist in the government-wide effort to ensure all Americans have access to food in times of need. In the event of an emergency or disaster situation, Food and Nutrition Service programs are just one part of a much larger government-wide coordinated response. All programs, including SNAP, WIC and the National School Lunch and Breakfast Programs, have flexibilities and contingencies built-in to allow the response to on-the-ground realities and take action as directed by Congress.

### ADDITIONAL INFORMATION

General questions from the public or healthcare provider inquiries about COVID-19 may be directed to the ISDH COVID-19 Call Center at the toll-free number 877-826-0011 (available 24/7).

Additional information and resources for COVID-19 are available at the links below.

- CDC COVID-19 webpage: <https://www.cdc.gov/coronavirus>
- CDC guidelines for COVID-19 cases, contacts, or when exhibiting respiratory symptoms: (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>).
- FDA Food Safety and COVID-19: <https://www.fda.gov/food/food-safety-during-emergencies/food-safety-and-coronavirus-disease-2019-covid-19>. FDA COVID-19 webpage: <https://www.fda.gov/emergency-preparedness-and-response/mcm-issues/coronavirus-disease-2019-covid-19>
- USDA COVID-19 webpage: <https://www.usda.gov/coronavirus>
- ISDH COVID-19 webpage: <https://coronavirus.in.gov>
- ISDH Guidance for Essential Businesses: [https://coronavirus.in.gov/files/IN-COVID-19\\_Occupational%20Guidance%204.1.20.pdf](https://coronavirus.in.gov/files/IN-COVID-19_Occupational%20Guidance%204.1.20.pdf) (English) and [https://coronavirus.in.gov/files/IN-COVID-19\\_Occupational%20Guidance%204.1.20\\_completada.pdf](https://coronavirus.in.gov/files/IN-COVID-19_Occupational%20Guidance%204.1.20_completada.pdf) (Spanish)
- U.S. EPA Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2, the Cause of COVID- 19: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- Workplace complaints related to COVID-19: <https://www.in.gov/dol/3144.htm>

## **Coping with COVID-19**

The outbreak of coronavirus disease 2019 (COVID-19) may be stressful for people. Fear and anxiety about a disease can be overwhelming and cause strong emotions in adults and children.

Stress during an infectious disease outbreak can include:

- Fear and worry about your own health and the health of your loved ones
- Changes in sleep or eating patterns
- Difficulty sleeping or concentrating
- Worsening of chronic health problems
- Worsening of mental health conditions
- Increased use of alcohol, tobacco, or other drugs

Coping with stress will make you, the people you care about, and your community stronger.

### **Ways to cope with stress:**

- Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can be upsetting.
- Take care of your body.
  - Take deep breaths, stretch, or meditate.
  - Try to eat healthy, well-balanced meals.
  - Exercise regularly, get plenty of sleep.
  - Avoid alcohol and drugs.
- Make time to unwind. Try to do some other activities you enjoy.
- Connect with others. Talk with people you trust about your concerns and how you are feeling.

Last updated 04/15/2020

[www.cdc.gov](http://www.cdc.gov)

# SHARE FACTS ABOUT COVID-19

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

## FACT 1

**Diseases can make anyone sick regardless of their race or ethnicity.**

Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.

## FACT 2

**For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.**

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.

## FACT 3

**Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.**

For up-to-date information, visit CDC's coronavirus disease 2019 web page.

## FACT 4

**There are simple things you can do to help keep yourself and others healthy.**

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

## FACT 5

**You can help stop COVID-19 by knowing the signs and symptoms:**

- Fever
- Cough
- Shortness of breath

Seek medical advice if you

- Develop symptoms

AND

- Have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.





# Summary of Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic

## BE HEALTHY, BE CLEAN



- Employees - Stay home or leave work if sick; consult doctor if sick, and contact supervisor
- Employers - Instruct sick employees to stay home and send home immediately if sick
- Employers - Pre-screen employees exposed to COVID-19 for temperature and other symptoms



- Wash your hands often with soap and water for at least 20 seconds
- If soap and water are not available, use a 60% alcohol-based hand sanitizer per CDC
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Wear mask/face covering per [CDC](#) & [FDA](#)



- Never touch Ready-to-Eat foods with bare hands
- Use single service gloves, deli tissue, or suitable utensils
- Wrap food containers to prevent cross contamination
- Follow 4 steps to food safety [Clean, Separate, Cook, and Chill](#)

## CLEAN & DISINFECT



- Train employees on cleaning and disinfecting procedures, and protective measures, per CDC and FDA
- Have and use cleaning products and supplies
- Follow protective measures



- Disinfect high-touch surfaces frequently
- Use EPA-registered disinfectant
- Ensure food containers and utensils are cleaned and sanitized



- Prepare and use sanitizers according to label instructions
- Offer sanitizers and wipes to customers to clean grocery cart/basket handles, or utilize store personnel to conduct cleaning/sanitizing

## SOCIAL DISTANCE



- Help educate employees and customers on importance of social distancing:
  - Signs
  - Audio messages
  - Consider using every other check-out lane to aid in distancing



- Avoid displays that may result in customer gatherings; discontinue self-serve buffets and salad bars; discourage employee gatherings
- Place floor markings and signs to encourage social distancing



- Shorten customer time in store by encouraging them to:
  - Use shopping lists
  - Order ahead of time, if offered
- Set up designated pick-up areas inside or outside retail establishments

## PICK-UP & DELIVERY



- If offering delivery options:
  - Ensure coolers and transport containers are cleaned and sanitized
  - Maintain time and temperature controls
  - Avoid cross contamination; for example, wrap food during transport



- Encourage customers to use "no touch" deliveries
- Notify customers as the delivery is arriving by text message or phone call



- Establish designated pick-up zones for customers
- Offer curbside pick-up
- Practice social distancing by offering to place orders in vehicle trunks



# Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic



FDA is sharing information about best practices to operate retail food stores, restaurants, and associated pick-up and delivery services during the COVID-19 pandemic to safeguard workers and consumers.

This addresses key considerations for how foods offered at retail can be safely handled and delivered to the public, as well as key best practices for employee health, cleaning and sanitizing, and personal protective equipment (PPE). This is not a comprehensive list. We encourage consulting the references and links provided below by CDC, FDA, EPA, and OSHA for more detailed information. This will be updated as FDA receives further information and inquiries.



## Managing Employee Health (Including Contracted Workers)

- Instruct employees with symptoms associated with COVID-19 to report them to their supervisors. Instruct sick employees to stay home and to follow the CDC's [What to do if you are sick with coronavirus disease 2019 \(COVID-19\)](#). Consult with the local health department for additional guidance.
- If employees are sick at work, send them home immediately. [Clean and disinfect](#) surfaces in their workspace. Others at the facility with close contact (i.e., within 6 feet) of the employee during this time should be considered exposed.
- Instruct employees who are well, but know they have been exposed to COVID-19, to notify their supervisor and follow CDC-recommended precautions (see below).
- Inform fellow employees of their possible exposure to COVID-19 in the workplace, if an employee is confirmed to have COVID-19, while maintaining confidentiality.
- Implement workplace controls to reduce transmission among employees, such as those described below that are included in [CDC's Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#).
  - Employers - Pre-screen (e.g., take temperature and assess symptoms prior to starting work).
  - Employers - Disinfect and clean work spaces and equipment, and consider more frequent cleaning of high touch surfaces.
  - Employees - Regularly self-monitor (e.g., take temperature and assess [symptoms of coronavirus](#)).
  - Employees - Wear a mask or face covering.
  - Employees - Practice social distancing and stay at least 6 feet from other people whenever possible.
- For additional information when employees may have been exposed to COVID-19, refer to [CDC's Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#).
- For additional information on employee health and hygiene and recommendations to help prevent worker transmission of foodborne illness, refer to [FDA's Employee Health and Personal Hygiene Handbook](#).
  - If FDA recommendations differ from CDC's regarding employee health and COVID-19, follow CDC.
- For returning previously sick employees to work, refer to [CDC's Guidance for Discontinuation of Home Isolation for Persons with COVID-19](#).
- Follow [CDC](#) and [FDA](#) information on PPE (i.e., gloves, face masks/coverings, and protective gear).
- Frequently review CDC's [Interim Guidance for Business and Employers to Plan and Respond to Coronavirus Disease 2019](#).
- Understand risk at the workplace — use [OSHA's Guidance on Preparing Workplaces for COVID-19](#).



### Personal Hygiene for Employees

- Emphasize effective hand hygiene including washing hands for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Always wash hands with soap and water. If soap and water are not readily available, then use an alcohol-based hand sanitizer with at least 60% alcohol and avoid working with unwrapped or exposed foods.
- Avoid touching your eyes, nose, and mouth.
- Use gloves to avoid direct bare hand contact with ready-to-eat foods.
- Before preparing or eating food, always wash your hands with soap and water for 20 seconds for general food safety.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash hands after.



### Managing Operations in a Foodservice Establishment or Retail Food Store

Continue to follow established food safety protocols and best practices for retail food establishments and important COVID-19 recommendations, including the following:

- Follow the 4 key steps to food safety: Always — [Clean, Separate, Cook, and Chill](#).
- Wash, rinse, and sanitize food contact surfaces dishware, utensils, food preparation surfaces, and beverage equipment after use.
- Frequently disinfect surfaces repeatedly touched by employees or customers such as door knobs, equipment handles, check-out counters, and grocery cart handles, etc.
- Frequently clean and disinfect floors, counters, and other facility access areas using [EPA-registered disinfectants](#).
- Prepare and use sanitizers according to label instructions.
- When changing your normal food preparation procedures, service, delivery functions, or making staffing changes, apply procedures that ensure:
  - Cooked foods reach the proper internal temperatures prior to service or cooling.
  - Hot foods are cooled rapidly for later use – check temperatures of foods being cooled in refrigerators or by rapid cooling techniques such as ice baths and cooling wands.
  - The time foods being stored, displayed, or delivered are held in the danger zone (between 41°F and 135°F) is minimized.
  - Proper training for food employees with new or altered duties and that they apply the training according to established procedures.
- Help customers maintain good infection control and social distancing by:
  - Discontinuing operations, such as salad bars, buffets, and beverage service stations that require customers to use common utensils or dispensers.
  - Finding ways to encourage spacing between customers while in line for service or check out in accordance with the applicable State or local requirements.
  - Discouraging customers from bringing pets — *except* service animals — into stores or waiting areas.
- Continue to use sanitizers and disinfectants for their designed purposes.
- Verify that your ware-washing machines are operating at the required wash and rinse temperatures and with the appropriate detergents and sanitizers.
- Remember that hot water can be used in place of chemicals to sanitize equipment and utensils in manual ware-washing machines.
- If you donate food to food recovery or charitable organizations, check for State and local guidelines. You can also find further information at [Conference for Food Protection](#).



### Managing Food Pick-Up and Delivery

- Observe established food safety practices for time/temp control, preventing cross contamination, cleaning hands, no sick workers, and storage of food, etc.
- Have employees wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, after blowing their nose, coughing or sneezing, or after touching high touch surfaces, e.g., doorknobs, and doorbells.
  - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty. See, CDC's [How to Protect Yourself & Others](#).
- Increase the frequency of cleaning and disinfecting of high-touch surfaces such as counter tops and touch pads and within the vehicle, by wiping down surfaces using a regular household cleaning spray or wipe.
  - Make sure to read the label and follow manufacturer's instructions on use.
- Establish designated pick-up zones for customers to help maintain social distancing.
- Practice social distancing when delivering food, e.g., offering "no touch" deliveries and sending text alerts or calling when deliveries have arrived.
- Conduct an evaluation of your facility to identify and apply operational changes in order to maintain social distancing if offering take-out/carry-out option by maintaining a 6-foot distance from others, when possible.
- Keep hot foods hot and cold foods cold by storing in appropriate transport vessels.
  - Keep cold foods cold by keeping enough coolant materials, e.g., gel packs.
  - Keep hot foods hot by ensuring insulated cases are properly functioning.
- Keep foods separated to avoid cross contamination, e.g., keeping raw foods separated from cooked and ready-to-eat foods.
- Ensure that any wrapping and packaging used for food transport is done so that contamination of the food is prevented.
- Routinely clean and sanitize coolers and insulated bags used to deliver foods.



**FOUNTAIN & WARREN  
HEALTH DEPARTMENT**

PREVENT • PROMOTE • PROTECT

**We appreciate your business during this trying time. Please be mindful of your actions to protect your family and ours from COVID-19.**

- **One person, one cart**
- **Limit the number of people in your party when visiting**
- **Minimize touching items**
- **Utilize social distancing**
- **Limit traffic flow**
- **Use sanitizer or disinfecting wipes**
- **Wash your hands when you go home**
- **Don't touch your face**

## Visitation has been restricted to prevent the spread of novel coronavirus (COVID-19)

.....

### PREVENTION



**Cover your mouth and nose with a tissue when you cough or sneeze.**



**Practice hand hygiene – wash your hands with soap and water or use an alcohol-based hand rub.**



**Don't touch your face with unwashed hands; it's the easiest way for germs to enter your body.**

**NOTE: Anyone older than 60 years, those with underlying health conditions and those with suppressed immune systems are most at risk for COVID-19.**





Are you an **essential worker** with concerns of COVID-19?

**DO**

- ✓ Take your temperature before work.
- ✓ Wear a face mask at all times.
- ✓ Practice social distancing in the work-place as work duties permit.
- ✓ Wash your hands frequently.

**DON'T**

- ✗ Stay at work if you become sick.
- ✗ Share headsets or objects used near face.
- ✗ Congregate in the break room or other crowded places.
- ✗ Share food or utensils.



**FOUNTAIN & WARREN  
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If you are an **employer of workers** with concerns of COVID-19

## **DO**

- ✓ Take employee's temperature and assess symptoms prior to their starting work.
- ✓ If an employee becomes sick during the day, send them home immediately.
- ✓ Encourage the use of face masks, unless they interfere with the workflow.
- ✓ Increase air exchange in the building.
- ✓ Encourage the symptomatic to visit [FWHealth.org](https://www.fwhealth.org) and submit request for testing.
- ✓ Increase the frequency of cleaning commonly touched surfaces.
- ✓ Encourage increased handwashing and keeping hands away from face.



### WHAT IS COVID-19?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. Patients with COVID-19 have experienced mild to severe respiratory illness, including fever, cough and shortness of breath. The virus that causes COVID-19 is a novel (new) coronavirus. It is not the same as other types of coronaviruses that commonly circulate among people and cause mild illness, like the common cold.

### HOW DOES COVID-19 SPREAD?

The virus that causes COVID-19 is thought to spread mainly from person-to-person, between people who are in close contact with one another (within about 6 feet) through respiratory droplets when an infected person coughs or sneezes. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

### ARE FACE COVERINGS RECOMMENDED FOR THE GENERAL PUBLIC?

Recent studies have shown that a significant portion of individuals with coronavirus lack symptoms and that even those who eventually develop symptoms can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity — for example, speaking, coughing or sneezing — even if those people are not exhibiting symptoms. In light of this new evidence, CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, such as grocery stores and pharmacies, especially in areas of significant community-based transmission. It is critical to emphasize that maintaining 6-feet social distancing remains important to slowing the spread of the virus.

### WHAT TYPES OF FACE COVERINGS ARE RECOMMENDED?

Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure. The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

### HOW SHOULD CLOTH FACE COVERINGS BE WORN?

Cloth face coverings should not be placed on young children younger than age 2 or on anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance. Cloth face coverings should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape

### HOW DO I MAKE A CLOTH FACE COVERING?

The Centers for Disease Control and Prevention has posted detailed [directions and patterns](#) for making cloth face coverings with or without sewing. U.S. Surgeon General has also posted a [video](#) showing how to make your own face covering.

### CARING FOR CLOTH FACE COVERINGS

Cloth face coverings should be routinely cleaned in a washing machine depending on the frequency of use.

### HOW TO SAFELY REMOVE A USED CLOTH FACE COVERING

Individuals should be careful not to touch their eyes, nose and mouth when removing their face covering and wash hands immediately after removing.

### ADDITIONAL INFORMATION

General questions from the public or healthcare provider inquiries about COVID-19 may be directed to the ISDH COVID-19 Call Center at the toll-free number 877-826-0011 (available 24/7).

Additional information and resources for COVID-19 are available at the links below.

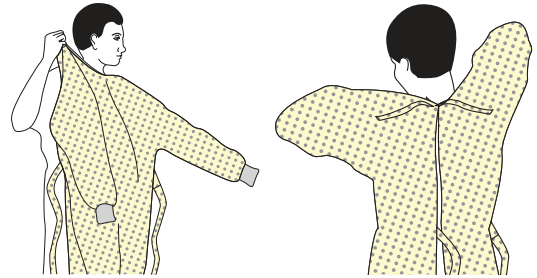
- CDC COVID-19 webpage: <http://coronavirus.gov>  
ISDH COVID-19 webpage: <https://coronavirus.in.gov>
- Recommendation Regarding the Use of Cloth Face Coverings, Especially in Areas of Significant Community-Based Transmission: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

# SEQUENCE FOR **PUTTING ON** PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

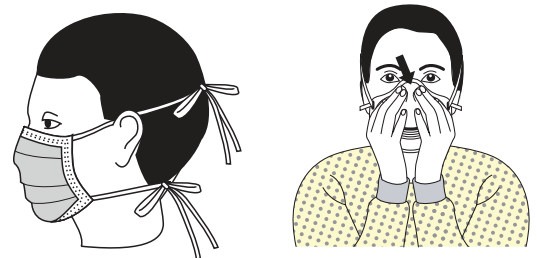
## 1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



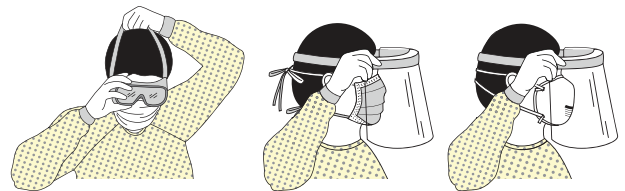
## 2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



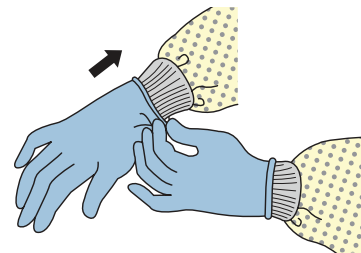
## 3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



## 4. GLOVES

- Extend to cover wrist of isolation gown



## USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene



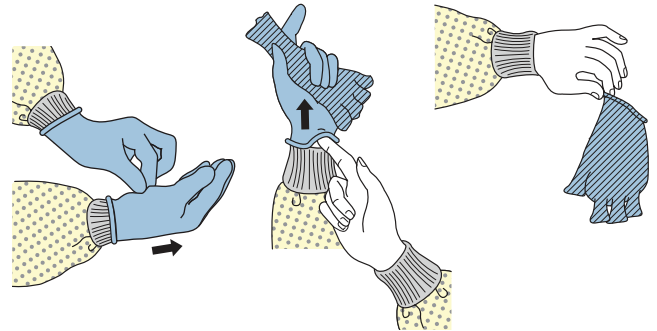
# HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE)

## EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

### 1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



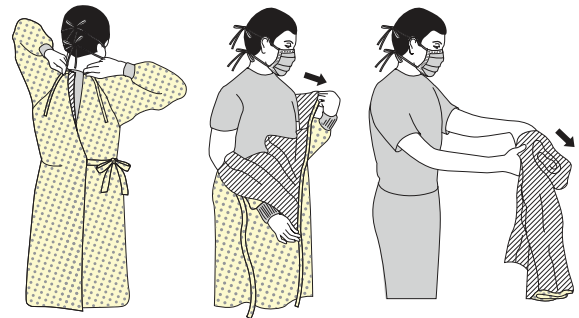
### 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



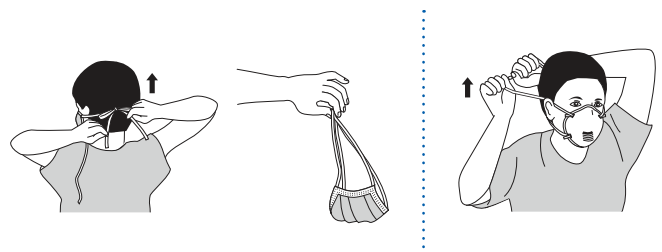
### 3. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container

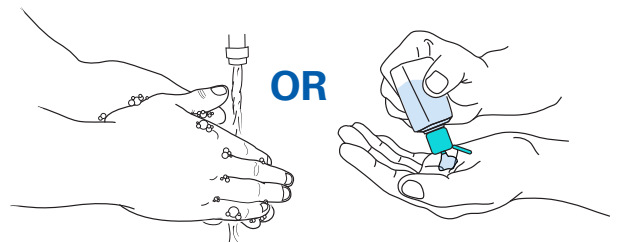


### 4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



### 5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE**



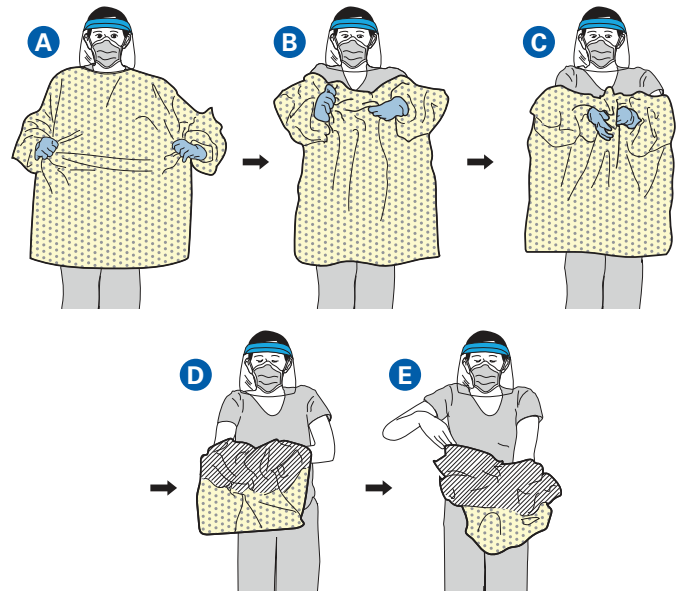
# HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE)

## EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

### 1. GOWN AND GLOVES

- Gown front and sleeves and the outside of gloves are contaminated!
- If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
- While removing the gown, fold or roll the gown inside-out into a bundle
- As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container



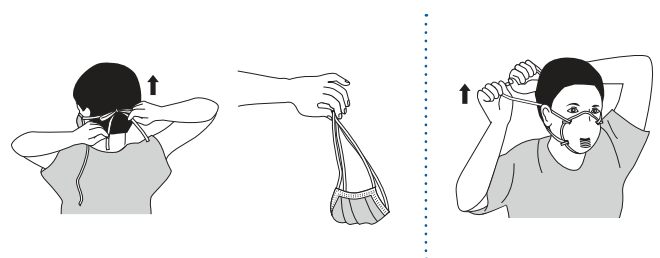
### 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

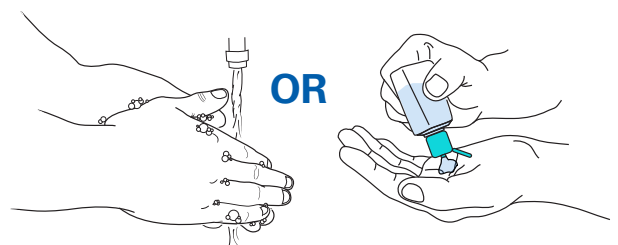


### 3. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — **DO NOT TOUCH!**
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



### 4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE**







ALEXANDRA WALSH

# THE CASE FOR DECONTAMINATION

Decontaminating clothing and equipment is a must after work on some jobsites.

**R**emoving or neutralizing contaminants that have accumulated on materials worn by workers and equipment is critical to health and safety at water well drilling sites where workers might be exposed to hazardous waste or other substances.

Decontamination protects workers from hazardous substances that may contaminate and eventually permeate protective clothing, respiratory equipment, tools, vehicles, and other equipment used on jobsites.

Decontamination protects all personnel at the site by minimizing harmful materials being transferred into clean areas and helps prevent mixing incompatible chemicals.

Finally, the decontamination process protects the community at large by preventing uncontrolled transport of contaminants from the drilling site.

## Planning for Decontamination

A decontamination plan should be developed as part of the site safety plan and set up before any personnel or equipment enter areas where any potential for exposure to hazardous substances exists. The decontamination plan should:

- Determine the number and layout of decontamination stations
- Determine the decontamination equipment needed
- Determine appropriate decontamination methods
- Establish procedures to prevent contamination of clean areas
- Establish methods and procedures to minimize workers contacting contaminants while removing personal protective clothing and on equipment
- Establish methods for disposing of clothing and equipment that are not completely decontaminated.

The decontamination plan should be revised whenever the type of personal protective clothing or equipment changes, conditions at the site change, or hazards at the site are reassessed based on new information.

## Prevention of Contamination

The first step in decontamination is to establish standard operating procedures (SOPs) that minimize contact with waste and thus the potential for contamination.

Here are some examples:

- Stress work practices that minimize contact with hazardous substances (don't walk through areas of obvious contamination; don't directly touch potentially hazardous substances).

- Use remote sampling, handling, and container-opening techniques (drum grapplers, pneumatic impact wrenches).
- Protect monitoring and sampling instruments by bagging (make openings in the bags for sample ports and sensors that must contact site materials).
- Wear disposable outer garments and use disposable equipment where appropriate.
- Cover equipment and tools with a strippable coating that can be removed during decontamination.
- Encase the source of contaminants with plastic sheeting or overpacks.

In addition, SOPs should be established that maximize worker protection. For example, proper procedures for dressing prior to entering the contaminated area (generally referred to as the exclusion zone) will minimize the potential for contaminants bypassing the protective clothing and escaping decontamination.

In general, all fasteners should be used (zippers fully closed, all buttons used, all snaps closed). Gloves and boots should be tucked in under the sleeves and legs of outer clothing, and hoods (if not attached) should be worn outside the collar.

Another pair of tough outer gloves is often worn over the sleeves. All areas where clothing connects with the body should be taped to prevent contaminants from running inside the gloves, boots, jackets, or one-piece suits.

Prior to each use, the personal protective equipment should be checked to make sure it contains no cuts or punctures that could expose workers to wastes.

Similarly, any cuts and scratches to the skin surface may enhance the potential for chemicals or infectious agents that directly contact the worker's skin to penetrate into their body. Particular care should be taken to protect these areas. Workers with large areas of damaged skin should be kept from working onsite until their skin heals.

All personnel should be trained in the SOPs for minimizing contact and maximizing worker protection—and these procedures should be enforced throughout operations at the site.

## Types of Contamination

Contaminants can be located on the surface of personal protective equipment or permeated into its material. Contaminants on the surface can be easy to detect and remove, but contaminants that have permeated a material are often difficult or almost impossible to detect, let alone remove.

Five major factors affect the extent of permeation:

- **Time.** The longer amount of time a contaminant is in contact with an object, the greater the probability and extent of permeating. For this reason, minimizing contact time is one of the most important objectives of a decontamination program.
  - **Concentration.** Molecules flow from areas of high concentration to areas of low concentration. As concentrations of wastes increase, the potential for permeating personal protective clothing increases.
  - **Temperature.** An increase in temperature generally increases the permeation rate of contaminants.
  - **Size.** Permeation increases as the size of the contaminant molecule becomes smaller, and the size of the pore space in the material being permeated becomes larger.
  - **Speed.** Gases, vapors, and low-viscosity liquids as a rule tend to permeate more readily than high-viscosity liquids or solids.
- **Adhering contaminants.** Some contaminants cling by forces other than electrostatic attraction. Contaminants such as glues, cements, resins, and muds have much greater adhesive properties and are difficult to remove by physical means. Physical removal for contaminants include scraping, brushing, and wiping. Removal of adhesive contaminants can be enhanced through solidifying, freezing with dry ice or ice water, adsorption or absorption using powdered lime or kitty litter, or melting.
  - **Volatile liquids.** Volatile liquid contaminants can be removed from protective clothing or equipment by evaporation followed by a water rinse. Evaporation of volatile liquids can be enhanced by using steam jets. With any evaporation or vaporization, care must be taken to prevent workers inhaling the vaporized chemicals.

## Methods of Decontamination

Decontamination methods either (1) physically remove contaminants, (2) inactivate contaminants by chemical detoxification or disinfection/sterilization, or (3) remove contaminants by a combination of both physical and chemical means.

### Physical removal

In many cases, contamination can be removed by physical means involving dislodging/displacement, rinsing, wiping off, and evaporation.

Physical methods involving high pressure or heat should be used only as necessary and with caution since they can spread contamination and cause burns.

Contaminants that can be removed by physical means can be categorized as follows:

- **Loose contaminants.** Dusts and vapors that cling to equipment and workers or become trapped in small openings, such as the weave of clothing fabrics, can be removed with water or a liquid rinse. Removal of electrostatically attached materials can be enhanced by coating the clothing or equipment with anti-static solutions. These are

available commercially as wash additives or anti-static sprays.

### Chemical removal

Physical removal of contaminants should be followed by a wash/rinse process using cleaning solutions. These cleaning solutions normally use one or more of the following methods:

- **Chemical removal of surface contaminants** can be accomplished by dissolving them in a solvent. The solvent must be chemically compatible with the equipment being cleaned. This is particularly important when decontaminating personal protective clothing constructed of organic materials that could be damaged or dissolved by organic solvents. In addition, care must be taken in selecting, using, and disposing of any organic solvents that may be flammable or potentially toxic. Organic solvents include alcohols, ethers, ketones, aromatics, straight-chain alkanes, and common petroleum products.

Halogenated solvents generally are incompatible with personal protective equipment and are toxic. They should only be used for decontamination in extreme cases where other cleaning agents will not remove the contaminant.

Because of the potential hazards, decontamination using chemicals should be done only if recommended by an industrial hygienist or other qualified health professional.

- **Surfactants** enhance physical cleaning by reducing adhesion forces between contaminants and the surface being cleaned, and preventing redeposit of the contaminants. Household detergents are among the most common surfactants. Some detergents can be used with organic solvents to improve the dissolving and dispersal of contaminants into the solvent.
- **Turning liquid or gel contaminants into a solid** can enhance their physical removal. Solidifying works by (1) removing moisture using absorbents such as grounded clay or powdered lime; (2) chemical reactions using polymerization catalysts and chemical reagents; and (3) freezing using ice water.
- **Rinsing** removes contaminants through dilution, physical attraction, and dissolving in liquid. Multiple rinses with clean solutions remove more contaminants than a single rinse with the same volume of solution. Continuous rinsing with large volumes will remove even more contaminants than multiple rinsings with a lesser total volume.
- **Chemical disinfectants** are a practical means of inactivating infectious agents. Unfortunately, standard sterilization techniques are generally impractical for large equipment and for personal protective clothing equipment. For this reason, disposable PPE is recommended for use with infectious agents.

Decontamination methods vary in their effectiveness for removing different substances. The effectiveness of any decontamination method should be assessed at the beginning of a program and periodically throughout the lifetime of the program. [WWJ](#)

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# PPE BEST PRACTICES

Select equipment specific to jobsite hazards and teach proper use.

**SAMUEL SANGUEDOLCE**

**J**obsites for water wells can be dangerous. Knowing that, it is the employer's job to make certain all recognized safety hazards are identified, eliminated, or controlled as much as possible to protect the employees.

Ideally, site hazards are eliminated or controlled through safety engineering or safe work practices. However, when this can't happen, employers must provide personal protective equipment (PPE) and see it is properly used.

Employers are required to first identify the job-specific hazards that will determine the required PPE. Then employees must be trained how to properly use each piece of equipment. Training should take place before the employee starts work and should include an identification of hazards on the jobsite, an explanation of the required PPE and how it provides protection, and an explanation of how to wear, care for, and store PPE.

Employers should not assume workers understand how to wear PPE properly—not even the most common items.

## Head protection

It's not unusual to see workers wearing hard hats with the brim partially blocking their vision or worn backwards because it's more comfortable. The intent of wearing a hard hat is to absorb the impact of an object hitting the head. When worn properly, it will provide a clearance of 1 inch between the hat's outer shell and the employee's head. If not worn properly, it won't adequately protect the worker.

When training employees, be sure they understand not all PPE is the same.

The American National Standards Institute (ANSI) has divided protective helmets into two types and three classes, based upon the type of protection required. Type 1 provides protection from an impact resulting from a blow only to the top of the head. Type 2 protects from a sideways impact resulting from a blow received off-center, from the side to the top of the head.

ANSI further classifies hard hats for employees who work with electricity. Class E (Electric) is worn for work up to 20,000 volts. Class G (General) provides limited protection tested to 2200 volts. Class C (Conductive) is not intended to provide electrical protection.

Besides hard hats, other types of PPE may be required.

## Eye protection

Safety glasses, the most common eye protection, must be ANSI-approved. A side shield protects workers who are exposed to flying particles associated with grinding, sanding, sawing, chipping, or any other activity generating fragments that could hit the eye.

Face shields provide protection against a chemical splashing and should be worn with safety glasses or goggles for complete protection.

Goggles completely shield the eyes by creating a seal around the face to prevent liquid splashing, harmful vapors, and airborne dust entering the eyes. Goggles with air ventilation on the top and sides (direct ventilation) protect from flying particles—but not fine dust or chemicals. Goggles with indirect ventilation must be worn when handling chemicals or any liquid that can splash into the eyes. Welding goggles have a filtered lens protecting the eyes against ultraviolet and infrared light.

**In addition to thoroughly familiarizing employees to jobsite hazards and required PPE before they begin working on the site, I recommend another best practice—a toolbox safety talk.**

Safety goggles can be worn over prescription eyeglasses, and safety glasses can be made with corrective lenses using the same prescription the worker uses for their regular eyeglasses.

## Hearing protection

Earplugs effectively reduce the decibel level of noisy machines and tools when properly inserted. There are three steps: roll the earplug, pull the ear open, and insert.

Earmuffs provide a cushioned plastic cap over each ear. Sometimes safety glasses interfere with the seal of earmuffs.

Also, some high noise level situations require workers to wear both earplugs and earmuffs.

## Hand protection

Leather gloves are common on many well drilling sites, but employers should select gloves based upon the nature of the work to be performed on the site.

Rubber or neoprene gloves may be required for workers who are required to handle chemicals. Wool, leather, or specialty gloves can protect against heat or electricity.

All gloves should completely cover the hand, not show any rips or tears in either glove, and fit comfortably.

If the worker is handling rotating equipment, like drill bits, be aware of the possibility for bulky gloves to get caught in the equipment. When workers handle chemicals, training should include how to safely remove the gloves without allowing chemical residue on the glove to touch the skin.

## Foot protection

Typically, work shoes should possess a sturdy leather upper and non-skid soles, but the proper shoe or boot required will be determined by the work performed.

Boots that include toe and foot guards, also known as metatarsal protection, are required for employees working in situations where heavy material or a load can land on the foot, or if they handle heavy hand carts.

Boots made of impermeable rubber or rubberized material are required when the employee works with corrosives or handles chemicals.

Employees exposed to electrical hazards must wear boots without nails or metal parts and with non-conductive soles.

Although employers must pay for boots with special requirements such as foot guards, the Occupational Safety and Health Administration does not require employers to pay for “non-specialty safety-toe protective footwear, including steel-toe shoes or boots, if the employer permits them to be worn off the jobsite.”

For a listing of employer payment obligations and exceptions, go to [www.osha.gov/dte/outreach/intro\\_osh/7\\_employee\\_ppe.pdf](http://www.osha.gov/dte/outreach/intro_osh/7_employee_ppe.pdf).

## Respiratory protection

Respirators may be required for employees working in confined spaces, and activities generating a lot of dust—jackhammering on concrete, handling chemicals with strong vapors, or welding.

The requirements for respirators in construction are identical to the requirements for general industry, so contractors should follow 29 CFR 1910.134.

The type of respiratory protection required is determined by the concentration of vapor or airborne contamination. Typically, some type of workplace evaluation in the form of air testing will help in identifying the level of protection needed.

## Toolbox safety talks

Although employers are required to post signs identifying site-specific hazards and the PPE required in that area, the challenge on a well drilling site is it can change every day. In addition to thoroughly familiarizing employees to jobsite hazards and required PPE before they begin working on the site, I recommend another best practice—a toolbox safety talk at the start of each shift.

Changes in the jobsite, such as a new excavation that could pose a fall hazard or the movement of equipment into a new area requiring hearing protection, are all topics easily covered in a short safety talk beforehand. Supervisors should encourage workers to actively take part in the meetings and voice any safety hazards or concerns they may have or notice.

## Others at the jobsite

Don't forget about visitors.

Customers, inspectors, or suppliers who will be visiting the site must be required to wear the appropriate PPE in each area they walk through. This may include hearing protection in high noise areas, hard hats, or safety glasses.

Another best practice is a brief, 10-minute safety orientation for visitors that covers the hazards specific to that site, procedures in case of an emergency, dangers associated with equipment moving on the site, and the importance of staying with the group while touring the site.

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Well drilling site safety and the correct use of PPE is a team effort. Supervisors and senior managers must send the message the employer is serious about safety by making sure workers always wear PPE properly when required.

Finally, be sure employees understand the importance of and the underlying reason for PPE: We want everyone to go home safely at the end of their shift. [www.osh-slc.org](http://www.osh-slc.org)

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**FOUNTAIN & WARREN  
HEALTH DEPARTMENT**  
PREVENT • PROMOTE • PROTECT

**Guidance as of 3/27/2020**

## **Release to Return to Work Requests:**

FWHealth is not issuing release to return to work. We only issue excuse notes if ill.

Offer guidance on this matter as below. There will be no written notes to support this.

The general public can return to work if the following criteria are met:

### **If you had an illness that included a fever and a cough:**

- Fever free for at least 3 days without the use of fever controlling medications, **AND**
- Symptom free – most importantly no cough. You are feeling well, in normal health, **AND**
- It has been at least 14 days from the onset of your symptoms

### **If you had a mild illness like a runny nose or sore throat:**

- Remain at home for a minimum of 2 days, **AND**
- Return to work if feeling well, no runny nose or sore throat - for at least 1 day
- If your symptoms worsen and you develop a fever and cough, follow above guidelines.

### **ALL individuals returning to work after experiencing ANY illness should follow the same guidelines:**

- Stay home if you are sick
- Wash or sanitize hands well and often
- Avoid touching your face
- Avoid touching others or close contact as possible

**Further guidance on home care, cleaning, and if you need to be tested is available at  
FWHealth.org**

Guidance may differ for healthcare professionals; they may follow CDC guidelines &/or those of their employer.



**FOUNTAIN & WARREN  
HEALTH DEPARTMENT**  
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## **COVID – 19 Resource Guide**

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### **For current information on COVID – 19**

- Fountain – Warren County Health Department <https://www.fwhealth.org/>
- Centers for Disease and Control <https://www.cdc.gov/>

Follow our Facebook page: Fountain – Warren County Health Department

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## **Unemployment – Indiana Department of Workforce Development**

*The guidance was provided by the Indiana Department of Workforce Development*

Unemployment Information and Benefits can be completed electronically  
<https://www.in.gov/dwd/3474.htm>

## **Indiana Assistance Programs**

### **SNAP, TANF, Medicaid**

The Indiana Division of Family Resources operates at least one physical office in every Indiana county and, in order to serve Hoosiers in need, those offices remain open for business. However, in an effort to keep social contact to a minimum and prevent the spread of the novel coronavirus (COVID-19), DFR strongly urges Hoosiers to consider submitting applications for the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or health coverage (Medicaid) online. Applications can be submitted at [www.fssabenefits.in.gov](http://www.fssabenefits.in.gov). Health coverage applications can also be completed by calling 800-403-0864.

### **Indiana WIC**

Indiana WIC remains committed to serving families and continuing daily operations during the COVID-19 pandemic. Please be aware WIC local agencies have been given the flexibility to complete WIC appointments over the telephone. These appointments include enrollment, recertification, nutrition education/issuing benefits, breastfeeding support and referrals to other services. Currently, WIC operations will vary by region/WIC local agency, so please contact your local WIC clinic directly for additional details or questions. You can find your local WIC clinic by using the “WIC Clinic Locations List” OR “WIC Clinic Locations Map” in the drop-down list to the left  
<https://www.in.gov/isdh/19691.htm>

## Indiana Assistance Programs (continued)

### Housing

For housing assistance in Indiana, such as information on the Energy Assistance Program (EAP), please contact the Indiana Housing and Community Development Authority.

<https://www.in.gov/ihcda/>

Resource Guide to help Hoosiers work with lenders and landlords as they face economic hardship in paying rent or mortgages. Call [877gethope](tel:877gethope) or go to [877gethope.org](https://877gethope.org)

### Food Assistance

FSSA has published a food availability map for Hoosiers seeking food assistance:

<https://www.in.gov/fssa/dfr/5768.htm>

### General assistance/utilities

2-1-1

Indiana 211 is a free service that connects Hoosiers with help and answers from thousands of health and human service agencies and resources right in their local communities - quickly, easily, and confidentially.

2-1-1 can provide assistance on:

- Food & Clothing
- Mental Health & Addiction
- Health Care
- Housing & Utility Assistance
- Education & Employment
- Children & Family
- Tax Assistance
- Advanced Search

Call 2-1-1 or visit their website.

<https://in211.communityos.org/>

### Food safety

According to the United Fresh Produce Association, there are no clinically-confirmed cases of COVID-19 linked to the consumption of fresh produce or food sold through traditional retail outlets. As consumers select their produce, adhering to food safety guidance is critical. We encourage consumers to wash their hands, and wash and prepare their produce following FDA recommendations.

[https://www.coronavirus.in.gov/files/IN\\_COVID-19\\_FoodGuidance\\_03.16.20.pdf](https://www.coronavirus.in.gov/files/IN_COVID-19_FoodGuidance_03.16.20.pdf)

### CARES ACT U.S. Dept of the Treasury

The CARES Act provides fast and direct economic assistance for American workers and families, small businesses, and preserves jobs for American industries. <https://home.treasury.gov/policy-issues/cares>

## **Healthcare Navigator: Fountain and Warren Counties**

### Guidance on Healthcare Coverage

Kathy Walker – Indiana Rural Health Association  
(812) 870-4056  
kwalker@indianarha.org

Elaina Smith – Community Action Program  
Fountain / Warren / Benton / Montgomery Counties  
418 Washington St.  
Covington, IN 47932  
(765) 793-4882 x135  
<https://www.ckfindiana.org/>

Jane Clawson – Ascension St. Vincent Health, Williamsport  
(765) 585-4483  
jlclawso@ascension.org

### **Local Options for Food Assistance**

Attica – Area Sharing Kindness  
99 N. Long Ave.  
Attica, IN. 47918  
(765) 764-4943

Covington Food Pantry  
Sally Gritten (765) 793-7292  
412 Crockett St., Covington, IN 47932  
Every Wednesday 1-3p  
Drive up Service at this time  
Donations: Checks can be made out to Covington Food Pantry, mailed to  
Covington Community Foundation, PO Box 175, Covington, IN 47932  
*\*Serving the Covington School District and Perrysville*

Veedersburg, Church of God Ministries  
702 W 2nd St. Veedersburg, IN 47927  
(765) 294-5740  
2nd & 4th Thurs of the month, 1 - 3pm.

Warren County Food Co-Op  
32 N. Monroe St., Williamsport, IN 47993  
(765) 732-7070  
*\*Warren County Residences only*

Food Finders mobile truck  
Please see the following link for upcoming dates and sites for Fountain and Warren County residents. <https://www.food-finders.org/events/>