



**C – Clean    O – Often    V – aVoid    I – Invest    D – Distance**

As a safeguard and protocol to support our efforts in preventing the spread of the coronavirus (COVID-19), we invite you to join us in adopting these 10 simple steps to reduce your risk in contracting this disease.

1. Clean your hands often.
  - Wash your hands with soap and water for a minimum of 20 seconds. This is extremely vital if you have been exposed in public places. It is also important to wash your hands after coughing, sneezing or blowing your nose exposing your hand/hands to your mouth or nose.
2. As a precaution avoid touching your mouth, eyes, nose or others with unclean hands. However, cover you coughs and sneezes as a precaution and wash your hands. Caregivers must commit to this process as well.
3. Invest in safeguarding yourself and others. Reminder nothing is better than soap and water in cleaning your hands, however if you are using sanitizer assure that it contains at least 60% alcohol.
4. Avoid people who are sick unless you are a caregiver or provider and assure you minimize close contact. Distance yourself from those who are sick to avoid the spreading of the COVID-19.
5. Stay home and away from public spaces if you are sick and seek immediate medical care.
6. Acquire the necessary (PPE) personal protective equipment such as face masks and or gloves when caring for others or if you are sick or have a compromised immune system.
7. As healthcare professionals it is essential to clean your work space. Now it is vital for all to clean and disinfect frequently exposed or touched surfaces constantly.
  - Door knobs
  - Desks
  - Phones
  - Light Switches
  - Toilets
  - Faucets
  - Sinks
  - Computers
  - Counters
  - Tables
  - Breakroom/kitchen
8. Know your environment and the potential risks
9. Recognize your limitations and reduce your stress by not panicking. Help others remain calm together and we will reduce the risk.
10. Wash your hands like this:
  - Wet your hands with clean cold or warm water applying soap to your hands
  - Build a robust lather with the soap by rubbing your hands together. Clean between your fingers and under your nails.
  - Scrub your hands at least 20 seconds while singing “Happy Birthday” to yourself twice. This is a reminder that you adore yourself enough to protect yourself.
  - Rinse your hands and dry them with a clean towel, tissue or air blower.

These simple steps will support you and those around you. encourage your loved ones to do the same.

Sincerely,

Demetress Harrell  
Executive Director

