



## Indow COVID-19 Plan

This guide is for all Indow employees. It's goal is to reduce the likelihood of COVID-19 (Novel Coronavirus) infections among our team and our families.

COVID-19 is circulating in the Portland metro area, with the first case documented on Friday, Feb. 29, of 'community transmission', which means health authorities cannot trace the case directly to a known sick person. At almost the same time, a second case of community transmission was discovered in Washington State. A subsequent DNA study indicates it is likely COVID-19 began circulating in Snohomish County (north of Seattle) starting in mid-January. COVID-19 has been circulating in the Portland metro area for a minimum of two weeks.

### **The symptoms - symptoms typically start with a fever and possibly a dry cough**

- Fever
- Dry cough
- Fatigue
- Shortness of breath

Typical signs and symptoms include: fever (87.9%), dry cough (67.7%), fatigue (38.1%), Lung phlegm (33.4%), shortness of breath (18.6%), sore throat (13.9%), headache (13.6%), myalgia or arthralgia (14.8%), chills (11.4%)

Approximately 80% of laboratory confirmed patients have had mild to moderate disease, (this number includes non-pneumonia and pneumonia cases), and 13.8% have severe disease. The median time from onset to clinical recovery for mild cases is approximately 2 weeks and is 3-6 weeks for patients with severe or critical disease.

### **People who are most at risk of severe complications**

- Older than 60
- Smokers
- Diabetics
- Individuals suffering from cardiovascular disease
- Male (may be linked to the high rate of smoking by males in China vs. a very low rate for females in China)

### **Least at risk**

- Children

### **When to stay home**

- Stay home when you have a fever or a dry cough
- Any employee who exhibits symptoms at work will return home immediately



- If you feel at all bad, take your temperature before coming to work or while at work
- Doctor's notes are NOT required. We need to trust each other.
- Stay home until you are free of fever (100° F or lower using an oral thermometer) and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- If you are out of ETO and unable to work from home, talk to your supervisor before coming into work. We will strive for maximum flexibility accommodating your short term financial needs.
- If you feel well, come to work! We need healthy employees to keep Indow in operation when their colleagues are at home.

### **Working from home**

- When work can be done from home, we will encourage work from home on a department by department basis

### **Hygiene at work**

- Wash your hands with soap and warm water repeatedly throughout the day
- Do not shake anyone's hands in the office or away from the office
- **Wash your hands with soap and warm water for the time it takes to sing Happy Birthday twice, repeatedly throughout the day**
- If hand washing cannot be performed under certain situations, liberal use of hand sanitizer (at least 60% alcohol) is recommended
- Cough or sneeze into tissue. If none is in reach, cough or sneeze into your elbow.
- Wash your hands for the time it takes to sing Happy Birthday twice, after coughing or sneezing or blowing your nose into a tissue
- Wash your clothing when you get home if you cough or sneeze into your elbow
- Use your forearm or knuckles to operate light switches
- *Wash your hands repeatedly throughout the day*

### **Keeping Indow clean**

- All light switches, door knobs, common handles, common tables, microwave buttons will be cleaned daily
- Indow will place posters encouraging [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) in our workplace.
- We will provide tissues throughout the workplace
- Employees will be asked to wipe down their keyboards and mice, once per week.
- Hand sanitizer bottles will be distributed throughout the workplace
- We will discontinue use of communal hand towels in the kitchen and use paper towels there instead

### **Behavior outside work - how to stay healthy**

- Wash your hands for the time it takes to sing Happy Birthday twice, repeatedly throughout the day
- Do not shake anyone's hands in the office or away from the office
- **Wash your hands for the time it takes to sing Happy Birthday twice, repeatedly throughout the day**
- If hand washing cannot be performed under certain situations, liberal use of hand sanitizer (at least 60% alcohol) is recommended
- Use your forearm or knuckles to operate light switches, elevator buttons
- Cough or sneeze into tissue. If none is in reach, cough or sneeze into your elbow.
- Wash your hands after coughing or sneezing or blowing your nose into a tissue
- Wash your clothes if you cough or sneeze into your elbow
- Wash your hands immediately upon returning home from ANY activity where you have touched things that don't belong to you.
- If you want, use an N95 mask to prevent yourself from touching your mouth or nose. The virus is often caught when we touch our faces.

### **Sources:**

CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html>

WHO:

<https://www.who.int/docs/default-source/coronaviruse/who-china-joint-mission-on-covid-19-final-report.pdf>

### **Basic data about COVID-19,**

- Coronaviruses have been around for a long time. They are one of many viruses that cause common cold symptoms like runny nose and cough and fever.
- It is not known for certain how long COVID-19 lasts on surfaces, but other closely related coronavirus types, like the common cold last up to several days
- The average incubation period is between 2 and 14 days, with some reasonable estimates at 5 to 6 days. This means after a person becomes infected with the virus, it will on average take 5 to 6 days before symptoms appear.