

Coronavirus:

Planning and Preparing

While each person's situation and needs are unique, by making an emergency plan that fits your and your family's specific needs, you can be better prepared and have peace of mind.

Talk with the people who need to be included in your plan. Connect with household members, aging loved ones, other relatives, and friends to discuss what to do if a COVID-19 outbreak occurs in the community and what the needs of each person will be.

Plan ways to care for those who might be at greater risk for serious complications. There is limited information about who may be at risk for severe complications from COVID-19 illness. Early data suggest older people are more likely to have serious COVID-19 illness and may be at risk for more serious complications. If you are caring for an aging loved one, please consult with your or your loved ones' health care provider for more information about monitoring for symptoms suggestive of COVID-19.

Check to make sure you have necessary supplies. Check to make sure you and your family have at least a 30-day supply of prescription medications. Stock up on health supplies, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.



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Identify aid organizations in the community.

Create a list of local organizations that you and your household can contact in the event you need access to information, health care services, support, and resources. Consider including organizations that provide mental health or counseling services, food, and other supplies.

Create an emergency contact list. Ensure your household has a current list of emergency contacts for family, friends, neighbors, carpool drivers, health care providers, teachers, employers, the local public health department, and other community resources.

Call toll-free, 24 hours a day

1-866-574-7256

(1-800-873-1322 TTY). Please mention your affiliation with ADP. **Or log in to My TotalSource®** and click Myself > Benefits Program > Life Management and select EAP portal.

Practice everyday preventive actions now. Remind everyone in your household of the importance of practicing everyday preventive actions that can help prevent the spread of respiratory illnesses:

- Avoid close contact with people who are sick.
- Stay home when you are sick, except to get medical care.
- Cover your coughs and sneezes with a tissue.
- Clean frequently touched surfaces and objects daily (e.g., tables, countertops, light switches, doorknobs, and cabinet handles) using a regular household detergent and water.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Always wash your hands with soap and water if your hands are visibly dirty.

Choose a room in your home that can be used to separate sick household members from those who are healthy. Identify a separate bathroom for the sick person to use, if possible. Plan to clean these rooms, as needed, when someone is sick.

Learn about the emergency operations plan at your child's school or childcare facility. During a COVID-19 outbreak in your community, local public health officials may recommend temporary school dismissals to help slow the spread of illness. School authorities also may decide to dismiss a school if too many students or staff are absent. Understand the plan for continuing education and social services (such as student meal programs) during school dismissals. If your child attends a college or university, encourage them to learn about the school's plan for a COVID-19 outbreak.

This interim guidance is provided by the [Centers for Disease Control and Prevention \(CDC\)](https://www.cdc.gov/coronavirus/2019-ncov/index.html) and is based on what is currently known about the Coronavirus Disease 2019 (COVID-19) as of March 4, 2020. The CDC will update this interim guidance as needed and as additional information becomes available. For the most up to date information visit <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

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