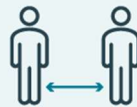# COVID-19 Safety Plan (Stitches Creation Inc.)

ACT NOW!

WEAR A MASK STAY 6 FEET APART AVOID CROWDS

- o About COVID-10 what we need to know
- o What we need to do
- o Daily Activities which can keep workplace safe
- o How to protect ourself and others in the work place
- o How to wear mask correctly
- o Regular report.
- o Update information

Things to Know about the COVID-19 Pandemic

Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus.** People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting

- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

When to seek emergency medical attention
Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

Caring for yourself or others

- [How to protect yourself](#)
- [How to care for someone who is sick](#)
- [What to do if you are sick](#)

What is the difference between Influenza (Flu) and COVID-19?

Influenza (Flu) and COVID-19 are both contagious respiratory illnesses, but they are caused by different viruses. COVID-19 is caused by infection with a new coronavirus (called SARS-CoV-2), and flu is caused by infection with [influenza viruses](#).

COVID-19 seems to spread more easily than flu and causes more serious illnesses in some people. It can also take longer before people show symptoms and people can be contagious for longer. More information about differences between flu and COVID-19 is available in the different sections below.

Because some of the symptoms of flu and COVID-19 are similar, it may be hard to tell the difference between them based on symptoms alone, and testing may be needed to help confirm a diagnosis.

While more is learned every day about COVID-19 and the virus that causes it, there is still a lot that is unknown . This page compares COVID-19 and flu, given the best available information to date.

Three Important Ways to Slow the Spread

- Wear a mask to protect yourself and others and stop the spread of COVID-19.
- Stay at least 6 feet (about 2 arm lengths) from others who don't live with you.
- Avoid crowds. The more people you are in contact with, the more likely you are to be exposed to COVID-19.

How to Protect Yourself When Going Out

- Wear a mask that covers your nose and mouth to help protect yourself and others.
- Stay 6 feet apart from others who don't live with you.
- Avoid crowds.
- Avoid poorly ventilated indoor spaces.
- Wash your hands often with soap and water. Use hand sanitizer if soap and water aren't available.

If You are at Risk of Getting Very Sick

- People of any age can get COVID-19, even healthy young adults and children.

- [People who are older](#) or have [certain underlying medical conditions](#) are at higher risk of getting very sick from COVID-19.
- [Other groups](#) may be at higher risk for getting COVID-19 or having more severe illness.

What to Do If You're Sick

- [Stay home](#) except to get medical care.
- [Isolate yourself](#) from other members of your family to prevent spread to them and the people that they may have contact with, like grandparents.
- Even if you don't feel sick, you can spread COVID-19 to others.
- Get care immediately if you are having [emergency warning signs](#), like trouble breathing, pain or pressure in chest.

How to Get a Test for Current Infection

- You can visit your [state](#) or [local](#) health department's website to look for the latest local information on testing.
- If you have symptoms of COVID-19 and [want to get tested](#), call your healthcare provider first.
- If you have symptoms of COVID-19 and choose to not get tested, it is important to stay home. Find out [what to do if you are sick](#).

How to Cope with Stress

- [Care for yourself](#) one small way each day.
- Unwind by doing yoga, listening to music, or gardening.
- Find new ways to [connect with family and friends](#), get support, and share feelings.
- Eat healthy foods and get enough rest
- Relax by reading, listening to music, or starting a new hobby.

What Symptoms to Watch For

The [most common symptoms](#) of COVID-19 are

- Fever
- Cough
- Headaches
- Fatigue
- Muscle or body aches
- Loss of taste or smell
- Sore throat
- Nausea
- Diarrhea

Other symptoms are [signs of serious illness](#). If someone has trouble breathing, chest pain or pressure, or difficulty staying awake, get medical care immediately.

What you need to know

- In general, the more closely you interact with others and the longer that interaction, the higher the risk of COVID-19 spread.
- If you return to work, continue to protect yourself by [practicing everyday preventive actions](#).

- Keep these items on hand when returning to work: a [mask](#), tissues, and hand sanitizer with at least 60% alcohol, if possible.
- [Considerations for returning to work](#)
- [Protect yourself and others in the workplace](#)
- [Returning after quarantine or isolation](#)

Considerations for returning to work

Do you have or think you might have COVID-19, or have you been around someone who has the virus?

- If you have or think you might have COVID-19, you should isolate, whether or not you have symptoms. Learn what isolation means and [when you can be around others after being sick](#).

- If you might have been exposed to COVID-19, you should stay home. This is called quarantine. Learn [when to start and end quarantine](#).

Are you or someone in your household at increased risk of severe illness? You may need to take extra precautions.

- If you are at [increased risk for severe illness](#), check with your employer to see if there are policies and practices in place to reduce your risk at work, like telework or modified job responsibilities.

Are you the primary caregiver for your child or someone else? If so, here are some things to think about:

- If someone else will be taking care of your child, ask them to review information about [caring for children](#).
- If someone else will be providing care for a household member that is at increased risk of severe illness or needs extra precautions, ask them to [review this information](#).

Are there ways you can minimize the number of people you interact with?

- In addition to any measures your business may have implemented to reduce your risk (e.g., installed barriers), take additional steps to minimize the number of people you interact with.
- Interacting with more *people* raises your risk since some people may have the virus and not know it since they have no symptoms.
- Can you have virtual meetings to limit the number of in-person interactions?
- When interacting with other people, are policies in place for colleagues or customers to [wear a mask](#) and to keep 6 feet of space between others?

What's the length of time that you will be interacting with people?

- Spending more *time* with people who may be infected increases your risk of becoming infected.
- Spending more time with people increases *their risk* of becoming infected if there is any chance that you may already be infected.

Protect yourself and others in the workplace

Stay home when needed

- If you have or think you have [symptoms](#) or have tested positive for COVID-19, stay home and [find out what to do if you are sick](#) and find out [when you can be around others](#).
- If you are well, but you have a sick family member or recently had close contact with someone with COVID-19, notify your supervisor and follow [CDC recommended precautions](#).

Monitor your health

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or [other symptoms](#) of COVID-19.
  - This is especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- Take your temperature if symptoms develop.
  - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow [CDC guidance](#) if symptoms develop.

Wear a mask

- [Wear a mask](#) in public settings, especially where staying 6 feet apart (about two arm lengths) is not possible. Interacting without wearing a mask increases your risk of getting infected.
- Wearing a mask does not replace the need to practice social distancing.
- Wear masks to help keep from getting and spreading COVID-19.

Social distance in shared spaces

- Effective February 2, 2021, [masks are required](#) on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.

- Maintain at least 6 feet of distance between you and others. COVID-19 spreads easier between people who are within 6 feet of each other.
  - Keeping distance from other people is especially important for people who are at [increased risk for severe illness](), such as older adults and those with certain medical conditions.
  - Indoor spaces are more risky than outdoor spaces where it might be harder to keep people apart and there's less ventilation.
- Avoid close contact with others on your commute to work, if possible. Consider biking, walking, driving either alone or with other members of your household. Learn how to [protect yourself when using transportation]() to commute to work.

Wash your hands often

- [Wash your hands]() often with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol if soap and water are not available. If your hands are visibly dirty, use soap and water over hand sanitizer.
- Avoid touching your eyes, nose, and mouth if you haven't washed your hands.

Cover your coughs and sneezes

- Remember to cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds.
  - If soap and water are not available, use hand sanitizer containing at least 60% alcohol.

Avoid sharing objects and equipment

- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If you cannot avoid using someone else's workstation, clean and disinfect before and after use.

Clean and disinfect frequently touched surfaces and objects

- Clean and disinfect frequently touched objects and surfaces, like workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water before disinfection.
- Choose the right disinfectant for your surface from EPA's List N: Disinfectants for Coronavirus (COVID-19)external icon.

Returning to work after quarantine or isolation

Quarantine keeps someone who might have been exposed to the virus away from others. Learn when to start and end quarantine.

Isolation separates someone who is infected with the virus from others. Learn when you can be around others after being sick.

Cases of reinfection of COVID-19 have been reported but are rare. In general, reinfection means a person was infected (got sick) once, recovered, and then later became infected again. Based on what we know from similar viruses, some reinfections are expected.

box tissue light icon

Protect Your Health This Flu Season

Essential workers: protect yourself from flu this fall and winter with a flu vaccine. While getting a flu vaccine will not protect against COVID-19, it can protect you from becoming sick with flu and needing medical care. Flu is another serious respiratory illness that can cause missed work, hospitalizations, and, in some cases, even death. The combination of flu and COVID-19 could overwhelm healthcare settings.

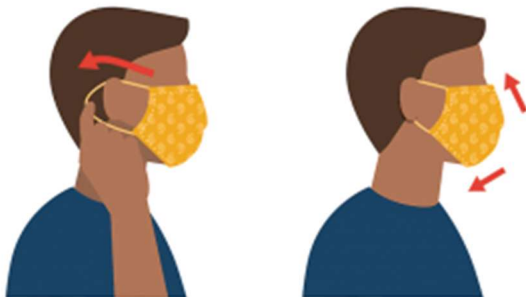- Protect yourself, your family, and your community by getting a flu vaccine.

How to Wear Masks

Masks are a critical step to help prevent people from getting and spreading COVID-19. A cloth mask offers some protection to you as well as protecting those around you. Wear a mask and take every day preventive actions in public settings and mass transportation, at events and gatherings, and anywhere you will be around other people.

- CDC recommends that people age 2 and older should wear masks in public. Masks should NOT be worn by children under age 2 or anyone who has trouble breathing.
- Masks should be worn in addition to staying at least 6 feet apart, especially if indoors around people who don't live with you.
- If someone in your household is infected, people in the household should take precautions including wearing masks to avoid transmission to others.
- Effective February 2, 2021, **masks are required** on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.

Wear your Mask Correctly

- Wash your hands or use hand sanitizer before putting on your mask.
- Put the mask over your nose and mouth and secure it under your chin.
- Fit the mask snugly against the sides of your face, slipping the loops over your ears or tying the strings behind your head.
- If you have to continually adjust your mask, it doesn't fit properly, and you might need to find a different mask type or brand.
- Make sure you can breathe easily.

Wear a Mask to Prevent Getting and Spreading COVID-19

Dos

- Wear a mask over your nose and mouth to help prevent getting and spreading COVID-19.
- Wear a mask in public settings when around people who don't live in your household, especially when indoors and when it may be difficult for you to stay six feet apart from people who don't live with you.
- Wear a mask correctly for maximum protection.
- Wear your mask under your scarf, ski mask, or balaclava **i**n cold weather
- Keep a spare mask to replace one that becomes wet from moisture in your breath, snow, or rain.
- Store wet reusable masks in a plastic bag until they can be washed.

Don'ts

- Put the mask around your neck or up on your forehead.
- Touch the mask, and, if you do, wash your hands or use hand sanitizer.

To prevent getting and spreading COVID-19, follow these protective measures

- Stay at least 6 feet away from others.
- Avoid contact with people who are sick.

- Wash your hands often, with soap and water, for at least 20 seconds each time.
- Use hand sanitizer with at least 70% alcohol if soap and water are not available.

Take Off Your Mask Carefully, When You're Home

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place mask in the washing machine (learn more about how to wash masks)
- Be careful not to touch your eyes, nose, and mouth when removing and wash your hands immediately after removing.

Cold Weather

- Change your mask when it becomes wet.
  - A wet mask is harder to breathe through, is less efficient at filtering, and vents more around the edges of the mask.
- Keep a spare mask to replace one that becomes wet from moisture in your breath, snow, or rain.
- Store your wet reusable mask in a plastic bag until you get home and can put it in the laundry.
- If you need to wear a scarf, ski mask, or balaclava, wear it over your mask.
  - They are usually made of loosely knit fabrics not suitable for use as masks.
- If you wear glasses, find a mask that fits closely over your nose or has a nose wire to help reduce fogging. Consider using an antifogging spray that is made for eyeglasses.

Update information by April 9th,2021

- We review and repeat the rules about HOW TO PROTECT OUR STAFF OURSELVES.
- We buy and set the Plexiglass Acrylic Sneeze Guard for our reception.

- We provided each employees twice reusable masks which can protect us out 95% of all airborne particles