



Coronavirus (COVID-19)

Quick Reference Guide

CustomGuide

Interactive Training

Free Quick References

Visit ref.customguide.com

About Coronavirus

What is Coronavirus COVID-19?

A respiratory illness that can spread from person-to-person; first detected in Wuhan, China, but has now spread to most countries in the world.

What are severe complications?

Some patients have pneumonia, multi-organ failure and in some cases death.

How does COVID-19 spread?

- Person-to-person close contact (within 6 feet or 2 meters).
- Through respiratory droplets when an infected person coughs.
- Possibly by touching infected surfaces and then touching your face (eyes, nose, mouth).

Is there a vaccine?

No, so far there is no vaccine.

Who is at higher risk?

- Older adults (age 60 and older).
- People with medical conditions:
 - Heart disease
 - Lung disease
 - Diabetes
- People who have been in close contact with a person infected with COVID-19.
- People who have recently been in an area with increased risk of exposure; [see CDC Travel Advisories](#).

Where can I find reliable info?



[World Health Organization \(WHO\)](https://www.who.int)



[Center for Disease Control \(CDC\)](https://www.cdc.gov)

Prevention

Clean your hands often

- Wash your hands often with **soap** and water for at least 20 seconds.
- Use alcohol-based hand sanitizer if soap and water aren't available.
- **Avoid touching your face** (eyes, nose, mouth) with unwashed hands.

Avoid close contact with:

- People who are sick.
- People who might have been exposed to COVID-19.

Cover coughs and sneezes

- **Cover your cough** with a tissue or use the inside of your elbow.



- Throw used tissues in the trash.
- Immediately **wash your hands** for at least 20 seconds with soap.

Stay home if you're sick

- **Stay at home**, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation.
- **Separate yourself** from other people and animals in your home.
- **Wear a facemask** if you are sick.
- **Seek medical care** if you show COVID-19 symptoms.

Clean surfaces daily

- **Clean and disinfect** counters, tabletops, toilets, phones, keyboards, and bedside tables.

Symptoms

Symptoms appear 2 to 14 days after exposure

FEVER



Temperature at or above 100.4° F or 38° C

COUGH



Dry Cough

SHORTNESS OF BREATH



Shortness of Breath

If You Suspect Infection

- Contact a doctor or healthcare provider immediately.
- Stay at home and isolate yourself from others, to prevent further infection.

Hand Washing

Stop the Spread of Disease

Since many diseases are spread by not properly washing hands, it's important to know how to keep hands clean. Washing hands with soap and clean, running water kills the germs that spread disease.



Wet your hands with clean, running water and soap

Using running water and soap disinfects by lifting microbes from skin.



Lather your hands by rubbing them together with the soap

Be sure to lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least 20 seconds

Washing hands for at least 20 seconds removes more germs from hands than washing for shorter periods.



Rinse your hands well under clean, running water

The dirt, grease, and microbes that are lifted from skin while lathering need to be rinsed from hands. Rinsing the soap away also minimizes skin irritation.



Dry your hands using a clean towel or air dry them

Germs can be transferred more easily to and from wet hands; therefore, hands should be dried after washing.

Protecting the Workplace

Educate and Inform

- Feel free to share and distribute this Quick Reference and its information to your staff, students, or community.
- Have anyone who feels ill or has a low-grade (100.4° F or 38° C) fever go home.
- Have anyone who might have been exposed to COVID-19 go home.
- Display COVID-19 prevention posters and flyers.
- Discourage person-to-person contact, like handshakes, for now.
- Display COVID-19 prevention posters and flyers.

Decide if holding an in-person meeting or event is necessary. Consider:

- Is the meeting or event being held in an area where COVID-19 is circulating?
- Can it be replaced with an online event?
- Can it be scaled down so fewer people attend?

Make sure your workplace is clean and hygienic

- Surfaces (desks and tables) and objects (phones, keyboards) need to be wiped with disinfectant regularly.

COVID-19 Myths

- ❌ **MYTH:** COVID-19 is like the seasonal flu.
- ✅ COVID-19 is a new virus and details are changing, but it appears: COVID-19 currently has a much higher fatality rate than the flu. COVID-19 appears to be more contagious than the flu. COVID-19 has no vaccine; the flu has a vaccine.
- ❌ **MYTH:** Antibiotics can prevent and treat COVID-19.
- ✅ Antibiotics are not effective against COVID-19, which is a virus not bacteria-based.
- ❌ **MYTH:** COVID-19 only affects older people or Asian people.
- ✅ People of all ages and races can be infected by COVID-19; however, older people are more vulnerable.
- ❌ **MYTH:** COVID-19 isn't transmitted in hot / cold climates.
- ✅ COVID-19 can be transmitted in both hot and cold climates.
- ❌ **MYTH:** COVID-19 is lethal in most cases.
- ✅ Most COVID-19 cases are relatively mild, and most people recover.

Helpful Resources

[World Health Organization \(WHO\)](#)

[Center for Disease Control \(CDC\)](#)

[Print Resources \(WHO\)](#)

[Print Resources \(CDC\)](#)

[Videos \(CDC\)](#)

[Travel Resources \(CDC\)](#)

[Getting the Workplace Ready \(WHO\)](#)

"With decisive, early action, we can slow down the virus and prevent infections."

Dr. Tedros
World Health Organization
Director-General