

Pre-Check in/Check in/Check out

We look forward to seeing you in Ocean City and thank you for choosing Berger Realty for your vacation rental. Things are going to be a little different this year. Berger Realty has made the following adjustments to our check-in and check-out procedures:

Prior to your rental:

We are recommending that tenants bring their own pillows, blankets, mattress covers and bedspreads this summer just in case some owners do not provide them.

We also recommend bringing some extra cleaning supplies of your own. Most properties will have cleaning supplies, but we recommend having some extra supplies of your own as well.

The printed materials usually provided in your check-in envelope are attached to this letter. Please print them ahead of time or keep this file for future reference. The materials can also be found on our website for your convenience.

Check-in:

1. Please do not arrive early
2. All check-ins will be done outside
3. Parking lots maybe closed or sectioned off to provide space for social distancing
4. Tenants will not be permitted in the office during check-in time periods
5. Restrooms access will be limited
6. Try and wait in your vehicle until check-in is permitted or make sure you are taking the necessary precautions of social distancing outside of the office
7. Only one person from each party should approach the office for check-in

Check-out:

1. Please return the keys in the check-in envelope
2. Each office will have a drive thru check out basket or a basket will be located outside of the office for your convenience
3. If you need to speak to your agent, please contact them directly on their cell phone
4. Tenants will not be permitted in the office during checkout time periods

Thank you again for choosing Berger Realty. We appreciate your business and enjoy your vacation in Ocean City, NJ.

**Cape May County
New Jersey
Board of Chosen Freeholders
Public Information**

4 Moore Road
Cape May Court House, NJ 08210-1601
Telephone: (609) 463-4331 • Fax: (609) 465-4639
Website: www.capemaycountynj.gov
Denis Brown, Administrative Aide



NEWS

FOR IMMEDIATE RELEASE

We join together to urgently request that all residents of and visitors to Cape May County wear face coverings in all public places, other than certain very limited exceptions.

The following are exceptions, where the mask-wearing request does not apply:

- For those engaged in active outdoor recreation such as swimming, walking, hiking, bicycling, or running.
- While on the beach, so long as strict social distancing is maintained.
- When socially distanced and eating or drinking in public at a restaurant, bar, or other food or beverage establishment.
- By those who cannot medically tolerate wearing a face covering.
- By children aged 9 or younger.

Please note that the request for the wearing of face coverings INCLUDES the County's Boardwalks.





3160 Asbury Ave. OC NJ 609.399.0076
1330 Bay Ave. OC NJ 609.391.1330

109 E. 55th St. OC NJ 609.399.4211
1670 Boardwalk OC NJ 609.391.0500

Dear Valued Customer,

Thank you for allowing us to arrange your accommodations this summer. We hope you enjoy your stay. If you have any questions or if I can be of any service to you, please do not hesitate to contact me.

While on vacation, you may want to look for a home to purchase for an investment and future retirement residence. Many people look to the future in this manner. We have numerous properties in a large range of prices and I would be very happy to assist your family in finding that perfect property.

RE-BOOK YOUR RENTAL FOR NEXT YEAR EARLY

To ensure the best chance of securing next summer's accommodations, you might consider making your reservations before you leave. Kindly fill in the form below and return it to me prior to leaving.

NAME: _____

ADDRESS: _____

PHONE (H): _____ PHONE (C): _____

EMAIL: _____@_____

RENTAL PROPERTY: _____

PREFERRED DATES FOR NEXT YEAR: ____/____/____ TO ____/____/____

AGENT: _____

When confirmation from the Owner is received for the week(s) you are requesting, a lease will be generated and forwarded to you. Please sign and return the lease with the deposit of \$185.

UTILITY/CITY SERVICES PHONE NUMBERS

- Non-emergency **Police** 609-399-9111
- Non-emergency **Fire** 609-525-9182
- So. Jersey **Gas-Leaks Only** 1-800-582-7060
- AC **Electric-Power Outage** 1-800-833-7476
- Comcast **Cable-Internet** 1-800-391-3000

MEDICAL NEEDS

- Shore Medical Center 609-653-3515
- Atlanticare Urgent Care (2 locations)
Call for hours and directions: 609-407-2273
210 South Shore Rd (Marmora)
443 Shore Rd (Somers Point)

MISCELLANEOUS

Grocery:

- Acme 34th and Bay 609-525-2160
- Acme 8th and West 609-814-9780
- Shoprite 4 W. Roosevelt Blvd 609-545-0410
Marmora

Convenience Markets:

- Wawa 34th & Haven 609-398-6080
13th & West 609-398-7754
- Blitz's 34th & Asbury 609-399-6080
21st & Asbury 609-399-9983
- Boyars 1340 Asbury 609-399-1343
55th & Haven 609-399-9980

Pharmacy:

- CVS 34th & Simpson 609-399-5252
16th and Haven 609-391-0071
- Rite Aid 14th and West 609-814-1954

Public Library: 609-399-2434 (free wireless internet)

Aquatic and fitness center

Pool/gym/racquetball; Monthly/weekly non-resident membership required; call center for details. 609-398-6900

OUTDOOR RECREATION

Playgrounds: North & Haven, 6th& Atlantic, 6th& Bay, 8th& Haven, 15th& Bay, 29th& West, 34th St & West/Asbury, 52nd& Haven

Basketball: North & Haven, 6th& Atlantic, 8th& Haven, 15th& Bay, 34th Street

Tennis: Reservations required

6th St: 609-525-9306
18th St: 609-525-9307
35th St: 609-525-9308

Boardwalk: Two and a half miles for biking (5am-noon, mid-June to Labor Day), walking, or jogging. Distance is conveniently marked every quarter mile.

TRASH SCHEDULE

Please remember: Just as the next tenant will be putting out some of your trash, please put out all trash at the unit on your designated days. Place trash out by 6am.

- Monday, Thursday – Longport Bridge to north side of 9th St
- Tuesday, Friday – south side of 9th St to north side of 28th St
- Wednesday, Saturday – south side of 28th St to 59th St

MANDATORY SINGLE STREAM RECYCLING:

Bottles, cans and jars can be mixed and placed in any rigid container with a recycling label; Paper and cardboard can be mixed and set out in brown paper bags or in a container with a recycling label along with cans & bottles.

No plastic bags

All trash and recycling must be in containers

**PLEASE REVIEW THIS
INFORMATION
DESIGNED FOR YOUR COMFORT
AND CONVENIENCE.**



Welcome to
Ocean City!

"America's Greatest
Family Resort"

Office Hours:
Monday-Saturday: 9am-5pm
Sunday: 10am-5pm

5 SIMPLE STEPS TO A GOOD START

1. CHECK ALL KEYS:

The first thing you should do before unpacking anything is to make sure all sets of keys get you into the unit. You don't want to start unloading if there is a problem with your keys! **Make sure both sets work properly!** Only checking one set is a sure way to have someone locked out later.

2. DO A WALK THROUGH:

Designate someone to walk through the unit before you start unpacking. Make a list of any pre-existing damages you see and provide this to your agent **within 24 hours** of checking in. We are open until 5pm on Saturday and 10am to 5pm on Sunday.

3. DON'T OVERFILL THE REFRIGERATOR!!

Anything room temperature that you put into an empty refrigerator will warm the interior and it can take hours for the fridge to cool back down. Check the orange sheet enclosed in your check in envelope for tips on how to properly manage the refrigerator.

4. DON'T FREEZE UP THE AIR CONDITIONER!!

Never set the air conditioner below 68 degrees. Check the orange sheet enclosed in your check in envelope for tips on how to properly manage the air conditioning system.

5. READ OVER THE INFORMATION PROVIDED IN YOUR CHECK IN ENVELOPE

We have provided helpful and necessary information in your envelope with your comfort and safety in mind. Please take a moment to review the provided information. Put the envelope and information in a safe place so that you can refer to it when needed, and return your keys in the envelope to Berger Realty when you check out.

RELAX AND ENJOY! BUT IF YOU RUN INTO A PROBLEM:

WHAT TO DO IF YOU CAUSE ACCIDENTAL DAMAGE IN THE PROPERTY:

If you don't have a security deposit, you probably purchased an insurance policy through CSA which covers the property against accidental damages during your stay. There is CSA paperwork enclosed in your check in envelope. Please call Berger Realty immediately to report any damage you cause so that we can begin the paperwork, call the property owner, and start the process of repair or replacement for the next guest.

LOCK YOURSELF OUT?

Call police **non-emergency** after 5:00 pm for assistance if you lock yourself out after Berger office hours. 609-399-9111. We are open until 5pm on Saturday and 10am to 5pm on Sunday.

HAVING A PROBLEM IN THE UNIT?

Call Berger Realty during office hours and we assist you. Please *do not email* your agent about problems as this could delay the process. Berger Realty does not authorize or make repairs nor do we staff maintenance or cleaning personnel. We must contact individual unit owners to arrange for all cleaning and repairs.

EMERGENCIES: Call 911 for any fire, police or gas emergency and leave the unit if necessary.

CLEANING EXPECTATIONS: You are expected to leave the property in clean condition. A cleaning checklist has been provided with your check in information for your convenience.

**IF THE PROPERTY OWNER HAS LEFT
CLEANING OR OTHER INSTRUCTIONS
PLEASE FOLLOW THEM**

HELPFUL INFORMATION

BEACH TAGS (REQUIRED JUNE 2-SEPTEMBER 1)

Beach tags are \$10 weekly, available at several locations or directly from tag checkers on the beach in the summer. Seasonal tags good for the entire summer are \$25. Property owners are not required to provide tags however if they are left in the unit as a courtesy, kindly return the courtesy by replacing any SEASONAL TAG you lose prior to checking out.

GUARDED BEACHES The lifeguard schedule is subject to change. Please call 609-814-9283.

SURF CHAIRS (free beach wheelchair program) Chairs are available on a daily or weekly basis, reservations recommended, call 609-525-9304.

PERSONAL PROPERTY Secure your bikes, beach gear, etc. *at all times* to guard against theft.

NOISE ORDINANCE: Ocean City enforces a noise ordinance. Please be courteous to your neighbors between the hours of 10pm and 8am. Call 609-399-9111 to report noise violations.

GRILLING is not permitted on decks, within any building (including garage and carport) or within 5 feet of any structure.

NO PETS allowed in the unit at any time unless permitted in your lease.

NO SMOKING in the unit or near an open window or door of your unit.

INTERNET The property should have login information for the internet somewhere in the unit, (welcome letter, binder, taped to modem, on fridge, etc.).

Refrigerators and Air Conditioning

What you need to know!

AC Units

Please read the following information to avoid problems with your air conditioning. A typical air conditioner can cool a property approximately 15 degrees cooler than the outside temperature. To avoid damaging your AC unit, please follow these simple directions.

1. If the unit is on when you arrive, do not lower the thermostat too fast to avoid freezing up the line (2-3 degrees in an hour)
2. If the unit is off when you arrive, turn it to cool, auto, and set the thermostat *5 degrees lower than the current temperature reading.* (Changing the temperature at the thermostat only tells the system *when* to turn on or off, not the temperature of the air coming out of the vents. Turning it down does not make the air come out cooler! Turning it way down can break the unit.)
3. Never set the thermostat lower than 68 degrees. If the homeowner posts a restriction please follow their wishes, they know the limits of their system.
4. Leave all doors and windows closed, the air conditioning unit is re-circulating the air in the house. If you are letting in hot and/or humid air, you are slowing the process.
5. Close blinds/shades/curtains over windows that get direct sun.
6. Turn on all ceiling fans to help circulate the cool air.

Refrigerators

Refrigerators are open for longer than usual periods of time Saturday mornings during check out time with tenants emptying them, and the cleaners wiping them down.

Follow these simple tips to prevent problems.

1. Keep the temperature dial at the mid-range mark (no lower or you risk freezing the motor and breaking the appliance)
2. Keep the doors closed as much as possible.
3. Put in only your perishable items at first. Do not load the refrigerator with warm items initially. After an hour or so, add other room temperature items *a few at a time* at about one-hour intervals. If you add too many warm items at once (like a case of beverages) to a refrigerator that has been sitting empty, it will warm the interior so much it can then take hours to recover.
4. Generally, if the freezer is working, the refrigerator is working. Give it time to do its job.
5. Bought or bought a lot of perishables? Put a bag or two of ice (sold at Wawa, Blitz's, CVS, grocery stores, etc.) in the fridge when you load it. Try putting the ice in zipper bags or bowls, whatever you can find that won't leak as the ice melts. That should help cool the interior more quickly.
6. Tip: to cool cans/bottles of beverages quickly, fill a cooler or the sink with a 50/50 mix of ice and cold water. Add salt (a handful for a smaller container, more for something larger), submerge beverages and swish for several minutes!!

Checkout Instructions

Checkout time: 10am

WE HOPE YOU ENJOYED YOUR STAY. PLEASE REFER TO THESE GUIDELINES FOR VACATING YOUR UNIT

CHECKOUT INSTRUCTIONS:

1. Leave the property clean (refer to the cleaning checklist below)
2. Set A/C at 75°
3. Secure all windows and doors
4. Vacate by 10am
5. Return your keys to Berger Realty

CLEANING CHECKLIST:

KITCHEN

- ☐ Wipe down countertop/stovetop
- ☐ Empty refrigerator/freezer, spills wiped
- ☐ All kitchen items washed and put away
- ☐ Sweep floors if necessary
- ☐ Empty trash and recycling

BATHROOMS

- ☐ Rinse tub/sink; wipe counter if necessary
- ☐ Sweep floors if necessary
- ☐ Remove all personal items
- ☐ Empty trash

BEDROOMS

- ☐ Sweep or vacuum if necessary
- ☐ Empty trash
- ☐ Look in drawers, under bed, in the closet for personal items

GENERAL

- ☐ Vacuum and/or sweep living room/dining room area when needed
- ☐ Place trash and recycling in proper outside containers
- ☐ All furniture/decorative items in original positions
- ☐ Clean barbeque grills after each use
- ☐ All items you brought, take out—this includes all food!

DO YOU HAVE YOUR...

- ☐ Phone/electronics chargers
- ☐ Medications
- ☐ Glasses
- ☐ Movies/games/books

PLEASE CHECK THE PROPERTY FOR ANY ADDITIONAL INSTRUCTIONS, CLEANING REQUIREMENTS
OR ADDITIONAL INFORMATION PROVIDED BY THE PROPERTY OWNER.

CSA VACATION RENTAL DAMAGE COVERAGE DOCUMENTATION



Dear Guest,

Welcome! We are pleased to have you as our guest, and we are committed to providing an outstanding vacation experience.

Please use this form to:

1. Document any damage you discover at the property at the time of check-in. It's important to let us know as soon as you discover the damage. This will document pre-existing damage so you won't be responsible for it.
2. If you purchased CSA Vacation Rental Damage coverage, use the attached page to report any damage that occurred during your stay (don't be afraid to report the damage – that's why you bought insurance!).
3. Please be reminded that any benefits under this program have been assigned by you to your Vacation Rental Agency

Part 1: The following damage was noted at the property when I checked in:

Guest Name

Date

Vacation Rental Agent Name

Date

Report any pre-existing damages at the property to Berger Realty within 24 hours of check-in. Report any other damages within 24 hours.

Please return all CSA forms to your Berger Realty agent. Berger Realty will process the CSA claim form and submit for payment. Please do not submit the forms directly to CSA.



NAME OF GUEST/TENANT	RESIDENCE TELEPHONE NUMBER	CELL PHONE NUMBER	
POLICY NUMBER	E-MAIL ADDRESS		
MAILING ADDRESS	CITY	STATE	ZIP CODE

VACATION RENTAL AGENCY	CONTACT	BUSINESS TELEPHONE NUMBER		
CHECK-IN & CHECK-OUT DATES	RESERVATION CONFIRMATION NUMBER	EMAIL ADDRESS		
COMPANY MAILING ADDRESS	CITY	STATE	ZIP CODE	
PROPERTY MAILING ADDRESS	CITY	STATE	ZIP CODE	

DATE OF REPORT & TO WHOM WAS THE INCIDENT REPORTED?	DESCRIBE THE INCIDENT THAT CAUSED THE DAMAGE
<p>IS THE LOSS THEFT RELATED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, you are required to fill out a police report and submit a copy with this claim.</p>	<p>CAN THE DAMAGE BE REPAIRED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please submit a copy of the repair estimate. If NO, please fill out Amounts Claimed below.</p>

DESCRIPTION - PLEASE INCLUDE MANUFACTURER, MODEL, AND SERIAL NUMBER	ORIGINAL PURCHASE DATE	ORIGINAL PURCHASE PRICE	REPLACE/REPAIR COST
LESS AMOUNT RECEIVED FROM OTHER SOURCES			
TOTAL AMOUNT CLAIMED (including additional items if attached)			

Notice: If you have more items, please attach separate sheet

VACATION RENTAL DAMAGE COVERAGE CLAIM FORM

SECTION 4: (GUEST/TENANT & VACATION RENTAL AGENT: PLEASE READ NOTICE BELOW & SIGN)

FRAUD WARNINGS AND DISCLOSURES

Arizona: For your protection Arizona law requires the following statement to appear on this form: Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.

Alaska, Minnesota, New Hampshire: A person who knowingly and with intent to injure, defraud, or deceive an insurance company files a claim containing false, incomplete, or misleading information may be prosecuted under state law.

Arkansas, Louisiana, New Mexico, Texas, West Virginia: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties.

California: For your protection California law requires the following to appear on this form: Any person who knowingly presents false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Colorado: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to any insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Maine, Virginia, Tennessee, Washington: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

Delaware, Idaho, Indiana: Any person who knowingly, and with intent to injure, defraud or deceive any insurer files a statement of claim containing any false or misleading information is guilty of a felony.

Florida: Any person who knowingly and with intent to injure, defraud, or deceive any employer or employee, insurance company, or self insured program files a statement of claim or an application containing any false or misleading information is guilty of a felony of the third degree.

Hawaii: For your protection, Hawaii law requires you to be informed that presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both.

District of Columbia: WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits, if false information materially related to a claim was provided by the applicant.

Oklahoma: Warning: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

Kentucky, Pennsylvania: Any person who knowingly and with intent to defraud any insurance company or other person, files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Kansas: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto may be guilty of insurance fraud as determined by a court of law.

Maryland: Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties.

New Jersey: Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

New York: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each violation.

Ohio: Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

Oregon: Any person who knowingly and with intent to defraud, files a claim for benefits may be guilty of insurance fraud and may be subject to prosecution.

☐ By checking this box, I/we, the insured(s) and the Agent(s), agree that my/our electronic signature(s) shall be the legal equivalent of my/our manual signature(s) on the document. I/we, the insured(s) and the Agent(s), attest that all the statements in this document are true and complete to the best of my/our knowledge. I/we authorize CSA Travel Protection to contact me/us or anyone else involved in this matter, to verify whether or not this loss occurred. I/we further authorize CSA Travel Protection to release and share claim information including that which may be used in the identification and prevention of potential fraudulent activity to Generali U.S. Branch, Generali Assicurazioni Generali S.p.A. (U.S. Branch), Assicurazioni Generali - U.S. Branch, Generali U.S. Branch DBA The General Insurance Company of Trieste & Venice, The General Insurance Company of Trieste and Venice - U.S. Branch, Stonebridge Casualty Insurance Company, Transamerica Casualty Insurance Company, insurance support organizations, fraud information clearinghouses, designated service providers and business associates assisting in the processing of the claim.

GUEST/TENANT'S SIGNATURE

PRINT NAME

DATE

VACATION RENTAL AGENT'S SIGNATURE

PRINT NAME

DATE

VACATION RENTAL AGENTS REMEMBER TO SUBMIT THE FOLLOWING WITH THIS CLAIM FORM:

- FOR THEFT CLAIMS, A COPY OF THE POLICE REPORT
- PHOTOGRAPHS OF THE PROPERTY DAMAGE
- REPAIR ESTIMATES
- ORIGINAL PURCHASE RECEIPTS OR ESTIMATES
- REPLACEMENT RECEIPTS
- A COPY OF THE PROPERTY/LEASE AGREEMENT

SUBMIT FORM

CLEAR FORM

You may also submit your completed form to CSA by fax: (877) 300-8670 or mail:

CSA Travel Protection
P.O. Box 939057
San Diego, CA 92193

QUESTIONS? CALL CSA AT (800) 541-3522 OR E-MAIL: CLAIMS@CSATRAVELPROTECTION.COM



LUXURY RENTAL SERVICES

www.sjlinens.com

A NEW, AFFORDABLE ALTERNATIVE FOR LINEN AND BEACH EQUIPMENT RENTALS

SJ Linens supplies linens, towels, baby and beach equipment conveniently to your vacation rental home, so you don't have to. We deliver and pick up at no extra charge. Imagine not having to pack up all the sheets and towels for your next vacation to the shore. And not having to worry about all that laundry when you get home. At a cost of \$33 per bed for sheets and towels we are affordable and convenient.

We also offer a large variety of baby supplies such as cribs, high chairs and strollers. Need beach supplies? We offer umbrellas, towels, and more. All delivered and picked up conveniently at your vacation rental home.



Visit our website at www.sjlinens.com, check out our inventory, and reserve your linens and beach supplies for your next vacation to the shore.

1153 West Avenue • Ocean City, New Jersey 08226
609-840-6539 • info@sjlinens.com

How to Protect Yourself and Others

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or 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**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Limit contact with others as much as possible.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick**. www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



cdc.gov/coronavirus

Cover your mouth and nose with a mask when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a mask in public settings** and when around people not living in their household, especially when social distancing is difficult to maintain.
 - » Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The mask is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The mask is not a substitute for social distancing.

Cover coughs and sneezes



- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).