



COVID-19 Safe Workplace Standards for Essential Construction Contracts Purchased by the City of Detroit

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Dear Construction Contractor:

The City of Detroit is moving forward on essential construction projects, beginning with those building much needed affordable housing for our residents.

Like the rest of the country, Detroiters are struggling to live our lives under the threat of COVID-19. That isn't likely to change for many months to come, but we can make sure to provide the best possible protection for workers on building projects supported by the city.

As a requirement for moving forward on these projects, we will be requiring contractors working on construction projects purchased by the City of Detroit (including through affiliated agencies) to follow the City of Detroit's COVID-19 Safe Workplace Standards for Construction Sites. Compliance with those standards will be enforced by inspections from the City of Detroit's Buildings Safety Engineering and Environment Department (BSEED) for building construction, Department of Public Works (DPW) for right of way construction, and Detroit Water and Sewerage Department (DWSD) for water/sewer utility work.

Each contractor will create a COVID-19 Safe Workplace policy appropriate for its worksite and occupation(s) with, at minimum, the following five elements:

- 1) **Initial testing of each worker for COVID-19.**
- 2) **Daily worker temperature check, health screening, and monitoring.**
- 3) **Workplace distancing and hygiene protocols.**
- 4) **Mandatory use of masks and other necessary PPE.**
- 5) **Thorough and frequent cleaning of worksites and vehicles.**

The Notice to Proceed will be issued for construction only after your Safe Workplace policy is reviewed and approved by Chief Medical Consultant Robert Dunne. **A checklist for contractors to use when creating their protocols is attached as Appendix A.**

We want to restart essential construction in the City of Detroit, but it must be done in a way that's based on rigorous medical review. I look forward to your cooperation in our shared goal of keeping your workers and our community safe.



Michael E. Duggan
Mayor

Construction Contractor Overview and FAQs

Applicability:

- This policy shall apply to all construction projects (including demolitions, building improvement, road repair and paving projects, water-main installations, and landscaping) that are (1) purchased by the City and/or any of its agencies, and (2) have any kind of physical worksite presence. This policy covers projects purchased by DWSD, Detroit Land Bank Authority (DLBA), Public Lighting Authority (PLA), and Detroit Economic Growth Corporation (DEGC) and its affiliated entities.

What is considered to be a worksite?

- All City of Detroit facilities.
- Construction sites for projects that are purchased by the City of Detroit, DWSD, DLBA, PLA, or the DEGC and its affiliated agencies. Covered projects include, but are not limited to, demolitions, building improvement, paving projects, water-main installations, and landscaping.

Who needs to be tested and screened?

- All personnel that will be physically present at a worksite:
 - Must provide proof of negative COVID test;
 - Must be screened daily prior to entering worksite; and
 - Must show some kind of indicator (wristband, sticker, etc.) of daily screen.
- Exception: Delivery personnel who do not leave their vehicle are not required to have a COVID-negative test or subject to daily screening. This includes hauling operators that are only transporting materials to or from the worksite. Such personnel, however, are *strongly* encouraged to obtain a COVID test before working.

What information/records do I need to maintain?

- Each contractor shall identify and provide an on-site Safety Coordinator for each jobsite.
- Each contractor shall submit a Safe Workplace Policy as outlined in this document.
- Each contractor shall maintain a file for each employee that the City Health Department can review upon request. This requirement applies to all employees provided through subcontractors.
- This file shall include proof of negative COVID test, positive COVID test results (if applicable), daily attendance, screening time, temperature, and completed screening questionnaires.
- Each contractor shall notify the City agency with which it is contracting whenever an employee tests positive at a worksite or is sent home with symptoms.

Penalties

- Compliance will be enforced via on-site inspections by BSEED, DPW, or DWSD (as appropriate) and the City Health Department.
- Non-compliant contractors will be subject to immediate contract termination.

I. Pre-Employment Worker Testing

A. Prior to opening the worksite, all workers must produce evidence of a negative COVID-19 test no older than 2 weeks from the first day on the job.

If you would like, the City of Detroit will provide free COVID-19 tests to your workers. Contractors and workers should follow the following steps to ensure a testing appointment with the new rapid testing tent at the Coronavirus Community Care Network (CCCN) drive-thru testing site at the State Fair Grounds:

- (1) **The contractor should call the CCCN call center at 313-230-0505 and then hit the Employer Option number (option #3).**
- (2) **Contractors will then register their business with the CCCN call center.**
- (3) **Within 48 hours, contractors will receive a call from their Detroit Business Liaison, who will provide them with an Employer Code.**
- (4) **Contractors should provide the Employer Code to all workers.**
- (5) **Workers should call the CCCN call center at 313-230-0505 and then hit the Employee Option number (option #4) to schedule their test.**
- (6) **Workers must provide written evidence of a negative test result before beginning work at the site, a copy of which must be kept on file by the contractor.**

Urgent same-day testing and results are available from the City if you have an employee you need on the job site immediately. You can call the following number for an urgent test: 312-833-7954.

Those who are currently working, in person, on behalf of the City of Detroit should continue to work if they are not exhibiting any symptoms. If a COVID-positive result is reported, the Detroit Health Department will contact the worker with proper instruction to isolate, and to follow up with a health care provider.

B. Standards for returning an employee to work who has tested positive.

Workers who test positive for COVID-19 must be cleared by a health care provider before they return to work. The health care provider should ensure the following prior to certifying that a worker is ready to return to work:

- At least seven days must have elapsed since the positive test; and

- The individual has been free of fever, shortness of breath, and/or sore throat, without medication, for 72 hours.

If the prior conditions have been met, the worker must contact the CCCN at **313-230-0505**. A COVID-19 test will be administered to clear the worker to return to work. Workers must provide written evidence of a negative test result before beginning work on-site, a copy of which must be kept on file by the contractor.

C. Private Testing

As an alternative to relying on the testing provided by the City of Detroit, workers may rely on a private test to be cleared to return to work. **Workers who coordinated private testing must adhere to the following before returning to work:**

- The test must have been taken within two (2) weeks prior to the return-to-work date;
- Workers must provide written evidence of a negative test result before beginning work at the site, a copy of which must be kept on file by the contractor; and
- The individual may not return to work until test results are available.

II. Daily Worker Health Screening and Monitoring

A. Daily Health Screening

All workers entering construction worksites shall be screened daily, at the beginning of their shift and upon arrival at the property, by (1) having their temperature(s) taken, and (2) answering the questions on the questionnaire attached as Appendix B. Workers need not be screened more than once a day, and will receive a visual marker (e.g. stickers, wristbands, etc) signifying that they have been screened that day. Workers must display that visible marker for the remainder of the day.

Every building and workplace must have designated screeners. This screening should include gauging the worker's temperature to ensure the worker does not have a low-grade fever, which is often a first symptom of COVID-19. If a worker does not pass screening, that worker will not be permitted to enter the worksite. The contractor will be informed, and will inform the worker's supervisor.

Contractors are responsible for ensuring that screening is conducted as outlined above. For worksites where workers from multiple employers work, all may collaborate to designate the appropriate screening personnel—but those personnel must be specifically identified in each contractor's plan.

All screening personnel should be provided with specific instructions on how to capture, report, and properly store all data. The documentation must be maintained indefinitely by the contractor until the City directs otherwise, and must be immediately made available to the City upon request.

Contractors should also design a system whereby they are notified when a worker displays a fever or any other symptom. Any worker appearing ill at screening should be medically evaluated. The supervisor should contact the EMS Supervisor response team at **313-316-9209** for further assessment.

B. Exposure Response

If a worker **becomes sick while on the job (e.g., begins demonstrating symptoms during the workday) that worker should be sent for medical evaluation. If the worker appears very ill, EMS should be contacted.** The EMS team can be contacted at **313-316-9209**.

If the worker is safe to be sent home, that worker should not return to work until being evaluated and receiving a negative COVID-19 test. The testing regimen outlined in Section I of these policies should be followed for any worker who develops symptoms.

Similarly, **if a worker who has been working on-site develops symptoms of COVID-19 during non-work hours, that worker must not return to work until receiving a negative COVID-19 test.** The testing regimen outlined in Section I of these policies should be followed for any worker who develops symptoms.

Workers who begin to develop symptoms should contact their supervisor to determine appropriate time-off provisions.

If a worker who has been working on-site becomes sick, that information **must immediately be reported to Detroit Health Department at 313-876-4000**. If the worker tests positive for COVID-19, the worker's job-site supervisor must assist the Health Department in contact tracing.

All COVID-positive workers who have been working on-site will be continually monitored. In addition, the Detroit Health Department will continue to monitor the exposed individuals as recommended by contact tracing.

Urgent same-day testing and results are available from the city if you have an employee you need on the job site immediately, or if you are concerned about an employee who may have recently been exposed to Covid-19. You can call the following number for an urgent test: 312-833-7954.

III. Workplace Practices and Distancing

A. Sick Policy

Anyone experiencing COVID-19 related symptoms (i.e. fever, cough, shortness of breath, diarrhea, loss of smell or taste), or who has prolonged exposure to someone that has tested

positive, SHOULD NOT attempt to enter any City of Detroit facility, or report to any City of Detroit job-site.

In this instance, workers should NOT report to work. They should follow their regular call-in procedure to report their absence to their supervisor. In addition, workers should stay at home and isolate to minimize the potential spread to others.

Workers with worsening health conditions should consult a physician.

B. Strict Physical Distancing for all Workers

The Centers for Disease Control (CDC) has identified social distancing as a key tool to prevent the spread of the virus. Social distancing is defined as being no less than six feet apart from another person. Towards that end, the following social-distancing requirements shall be put into effect:

- Workers shall stay six feet apart from another person whenever feasible.
- Elevators will be marked with places for people to stand, at appropriate social-distancing spacing.
- Workers shall reduce the number of in-person meetings and congregations, and instead use Zoom or other video conference-call vendors for a meeting.
- When working in a group atmosphere, as few workers should be assigned to a task as possible.

Workers should also adhere to state-level guidelines—including, but not limited to, executive orders from the Governor—to ensure their safety outside of work.

C. Workspace Modifications or Changes

In order to ensure adherence to physical distancing guidelines, contractors should assess their workspaces for necessary modifications and changes. Modifications or changes could include:

- Creating 6-foot markings on the floor to encourage worker spacing, where feasible or appropriate.
- Removing chairs and desks in offices to ensure 6-foot spacing.
- Limiting the number of people that can be in one room at a time, and creating clear, maximum room occupancy signage based on adequate spacing.
- Considering more appropriate spaces that allow for 6-foot spacing between workers.
- For construction sites without running water, hand sanitizer that contains at least 60% alcohol must be readily available and accessible to all those on site.

D. Encourage Good Hand Hygiene Practices

Contractors should also encourage good hygiene practices for workers, by placing signage around the workspace reminding workers to:

- Eliminate handshaking and consider an elbow greeting or bow.

- Wash hands frequently with soap and water for at least 20 seconds especially before or after going to the restroom; 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.
- When sneezing or coughing, cover your mouth and nose with a tissue and discard the tissue. If you do not have a tissue, cough or sneeze into your upper sleeve and not in your hands.
- Wash or sanitize hands after touching surfaces.
- Wash or sanitize hands after removing gloves.
- Avoid touching your face.

To facilitate this requirement, contractors may use or modify the signage attached as Appendix C.

IV. Use of Personal Protective Equipment

The City of Detroit is committed to ensuring the health and safety of all workers and its residents. Therefore, contractors should supply all workers with personal protective equipment, including surgical masks, while at work.

A. Daily Use of Surgical Masks for Workers

All workers are required to wear a surgical mask while reporting to work to reduce the spread of the virus. Workers are required wear the mask throughout the day unless they are alone in a closed office or vehicle.

Masks can be re-used by workers provided the masks do not get soiled, wet, or exposed to workers that test positive for COVID-19.

Workers are required to wear the mask and eye protection in the following circumstances:

- When interacting with other workers
- Driving in a car with another individual in the passenger seat.

Workers are reminded that while surgical masks provide important protection in daily activity, social distancing and hand hygiene are the most important steps to take to prevent the spread of COVID-19.

B. Daily Use of N-95 Masks by Workers Interfacing with the Public

Workers interacting with the public will wear a mask meeting the N-95 standard. Masks can be re-used by workers provided the masks do not get soiled or wet. Whenever a worker requires a new mask, they should notify their supervisor.

C. Daily Use of Surgical Masks by the Public

Contractors should ensure the development of protocols for the distribution of surgical masks to any member of the public who enters any construction worksite where construction is funded by the City of Detroit, in order to prevent the spread of infection among workers and other members of the public.

D. Use of Gloves in Selected Environments

For workers who have regular interaction with the public, contractors should develop protocols for the use of gloves. Contractors must ensure that their protocol involves hands being washed or sanitized after glove removal.

E. Use of Eye Protection in Selected Environments

For workers whose job function inevitably requires them to come within six feet of others, eye protection (which may include face shields) will be worn whenever they are within six feet of others.

V. Worksite and Vehicle Cleaning

A. Sanitation and Disinfection

Contractors should develop protocols to ensure that all high-touch or high-traffic surface—such as doorknobs, railings, frequently used drawer handles, and instrument/appliance controls—are sanitized at least every two hours. Implementation of a checklist for cleaning staff can help reduce the risk of the spread of infection. **At the minimum, disinfectant wipes should be used to clean commonly used surfaces every two hours (e.g. phones, keyboards, desks, etc.).** For keyboards and other commonly used electronics, ensure the device is powered off and is cleaned with a disinfectant wipe that is bleach-free and not overly damp.

Workers working within vehicles should use disinfectant wipes on commonly used surfaces (gear shifter, steering wheel) before and after every shift.

The cleaning steps outlined below should be taken routinely, based on frequency mentioned, to disinfect workplace surfaces, chairs, tables, etc. and protect workers.

#	Area/Place	Disinfection Content	Disinfectant	Disinfection Measures	Frequency
1	Common surfaces	Including control buttons, tools, and other common surfaces	Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite)	Spray with hand held sprayer or wipe	Minimum at the end of each shift
2	Offices, desk, and conference rooms	Table and chair surface		Spray with hand held sprayer or wipe	At the end of each meeting and end of day

3	Conveyor belts	Wipe areas of common worker interphase	solution), appropriate as	Spray with sprayer	At least once respectively in the morning and afternoon	
4	Moveable trays or containers	Handles and other commonly touched areas		Spray with sprayer	Based on use; once per shift if contacted by 1 person only; otherwise, between users	
5	General objects often used or touched	Doors and windows, handles, faucets, sinks, and bathrooms		Spray with hand held sprayer or wipe	At least four times per day	
6	Cafeteria/Canteen	Table and chair surfaces, dispensers, vending machines, etc.		Spray with sprayer	Generally 3 or more times per shift to include after all breaks and meals	
7	Tableware	Disinfection of tableware		Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), appropriate as	Place in high-temperature disinfection cabinet, with temperature higher than 60°C, and time longer than half an hour	After use
8	Vending machines	Interface surfaces (pay, selection and vending surfaces)			Spray with sprayer	Generally 3 or more times per shift to include after all breaks and meals
9	Forklifts	Wipe areas of common human interaction	Spray with sprayer		After each use	
10	Multi-user safety vest and other PPE	All surfaces	Spray with sprayer	Not applicable/not allowed		
11	Transport vehicles	Common surfaces (e.g. seat surfaces rails, belts, door and window controls)	Spray with sprayer	Before and after each use		

12	All floors and walls	All general floors and walls at site		Mop	Periodic, where frequently touched; mop hard surfaces daily
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Appendix A: Contractor Checklist

**Checklist for Development of COVID-19 Return to Work
Construction Contractor Protocols**

Contractor Name	
Supervisor Name	
Operation(s)	
Operation(s) Location(s)	
Workplace Environment(s)	Circle all that apply: demolition, building improvement, paving, water-main installation, residential, other: _____

Please use the checklist below to review your protocols to ensure you have included all of the following for each operation you wish to see returned to work.

Checklist:

_____ **Worker Testing Protocols, including:**

- Testing protocols for all workers within 2 weeks of the first day on the job
- Standards for returning an employee to work who has tested positive

_____ **Employee Health Screening & Monitoring Protocols, including:**

- Daily health screening protocols
- Response protocols in the event an on-site worker becomes sick or tests COVID-positive

_____ **Workplace Practice protocols, including:**

- Protocols to ensure sick people do not enter the workspace
- Strict physical distancing protocols
- Workspace modifications or changes
- Protocols for encouraging good hand hygiene practices

_____ **Use of Personal Protective Equipment protocols, including:**

- Protocols for the daily use of surgical masks by workers
- Protocols for the daily use of N-95 masks by workers interfacing with the public
- Protocols for the daily use of surgical masks by the public
- Protocols for the use of gloves in selected environments (if applicable)
- Protocols for the use of eye protection in selected environments (if applicable)

_____ **Worksite and Vehicle Cleaning protocols, including:**

- Protocols for the sanitation and disinfection of high-touch or high-traffic surfaces
- Protocols for the sanitation and disinfection of vehicles (if applicable)

Appendix B: Screening Questionnaire



COVID-19 Screening Checklist

*****CONFIDENTIAL*****

Date: _____

Screening Name: _____

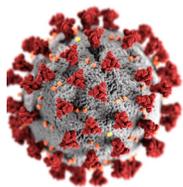
Location: _____

HR PHONE#: (313) 920-8326

Name	Time	Have you had a Positive COVID-19 Test result?	Experiencing Any Symptoms?					Close contact with Others exhibiting symptoms or Tested Positive?	Current Temperature	Pass / Fail
			Fever	Cough	Diarrhea / Nausea	Reduced Smell & Taste	Shortness of Breath			
		Y N	Y N	Y N	Y N	Y N	Y N		Y N	
		Y N	Y N	Y N	Y N	Y N	Y N		Y N	
		Y N	Y N	Y N	Y N	Y N	Y N		Y N	

Appendix C: Signage

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



Lo que necesita saber sobre la enfermedad del coronavirus 2019 (COVID-19)

¿Qué es la enfermedad del coronavirus 2019 (COVID-19)?

La enfermedad del coronavirus 2019 (COVID-19) es una afección respiratoria que se puede propagar de persona a persona. El virus que causa el COVID-19 es un nuevo coronavirus que se identificó por primera vez durante la investigación de un brote en Wuhan, China.

¿Pueden las personas en los EE. UU. contraer el COVID-19?

Sí. El COVID-19 se está propagando de persona a persona en partes de los Estados Unidos. El riesgo de infección con COVID-19 es mayor en las personas que son contactos cercanos de alguien que se sepa que tiene el COVID-19, por ejemplo, trabajadores del sector de la salud o miembros del hogar. Otras personas con un riesgo mayor de infección son las que viven o han estado recientemente en un área con propagación en curso del COVID-19.

¿Ha habido casos de COVID-19 en los EE. UU.?

Sí. El primer caso de COVID-19 en los Estados Unidos se notificó el 21 de enero del 2020. La cantidad actual de casos de COVID-19 en los Estados Unidos está disponible en la página web de los CDC en <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

¿Cómo se propaga el COVID-19?

Es probable que el virus que causa el COVID-19 haya surgido de una fuente animal, pero ahora se está propagando de persona a persona. Se cree que el virus se propaga principalmente entre las personas que están en contacto cercano unas con otras (dentro de 6 pies de distancia), a través de las gotitas respiratorias que se producen cuando una persona infectada tose o estornuda. También podría ser posible que una persona contraiga el COVID-19 al tocar una superficie u objeto que tenga el virus y luego se toque la boca, la nariz o posiblemente los ojos, aunque no se cree que esta sea la principal forma en que se propaga el virus. Infórmese sobre lo que se sabe acerca de la propagación de los coronavirus de reciente aparición en <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission-sp.html>.

¿Cuáles son los síntomas del COVID-19?

Los pacientes con COVID-19 han tenido enfermedad respiratoria de leve a grave con los siguientes síntomas:

- fiebre
- tos
- dificultad para respirar

¿Cuáles son las complicaciones graves provocadas por este virus?

Algunos pacientes presentan neumonía en ambos pulmones, insuficiencia de múltiples órganos y algunos han muerto.

¿Qué puedo hacer para ayudar a protegerme?

Las personas se pueden proteger de las enfermedades respiratorias tomando medidas preventivas cotidianas.

- Evite el contacto cercano con personas enfermas.
- Evite tocarse los ojos, la nariz y la boca con las manos sin lavar.
- Lávese frecuentemente las manos con agua y jabón por al menos 20 segundos. Use un desinfectante de manos que contenga al menos un 60 % de alcohol si no hay agua y jabón disponibles.

Si está enfermo, para prevenir la propagación de la enfermedad respiratoria a los demás, debería hacer lo siguiente:

- Quedarse en casa si está enfermo.
- Cubrirse la nariz y la boca con un pañuelo desechable al toser o estornudar y luego botarlo a la basura.
- Limpiar y desinfectar los objetos y las superficies que se tocan frecuentemente.

¿Qué debo hacer si he regresado recientemente de un viaje a un área con propagación en curso del COVID-19?

Si ha llegado de viaje proveniente de un área afectada, podrían indicarle que no salga de casa por hasta 2 semanas. Si presenta síntomas durante ese periodo (fiebre, tos, dificultad para respirar), consulte a un médico. Llame al consultorio de su proveedor de atención médica antes de ir y dígame sobre su viaje y sus síntomas. Ellos le darán instrucciones sobre cómo conseguir atención médica sin exponer a los demás a su enfermedad. Mientras esté enfermo, evite el contacto con otras personas, no salga y postergue cualquier viaje para reducir la posibilidad de propagar la enfermedad a los demás.

¿Hay alguna vacuna?

En la actualidad no existe una vacuna que proteja contra el COVID-19. La mejor manera de prevenir infecciones es tomar medidas preventivas cotidianas, como evitar el contacto cercano con personas enfermas y lavarse las manos con frecuencia.

¿Existe un tratamiento?

No hay un tratamiento antiviral específico para el COVID-19. Las personas con el COVID-19 pueden buscar atención médica para ayudar a aliviar los síntomas.



Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.

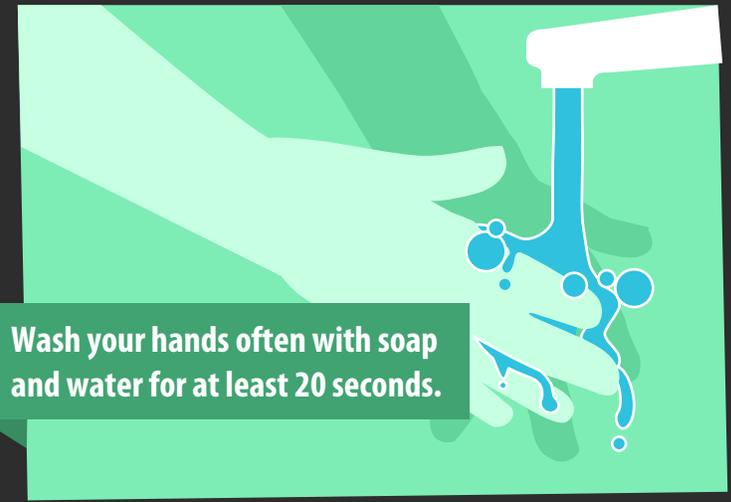


When in public, wear a cloth face covering over your nose and mouth.

Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)