



Couples & Family Preparation Checklist

As a government employee or contractor, whether you are a single parent, a couple, a family, considered mission essential or not careful preparation can ease both physical and emotional stress.

✓ At Home . . .

Create an emergency contact list including family, friends, neighbors, babysitters etc.

Write your Emergency Contact number here: _____

Create a list of local organizations you can contact in case you need help.

Find out how to get COVID-19 information from local and federal health departments and official information from SUBASE.

Talk to family members and friends about caring for your children and/or pets if you become ill.

Create a back-up plan for paying bills if you or a member of your family is ill.

Do you have one month's savings in case of financial emergency?

If you feel sick, STAY HOME.

Know what symptoms should trigger a call to your doctor.

What is your plan to file your taxes in the event that you become too ill to complete them?

Get a flu shot. It won't protect against COVID-19, but it may lessen the strain on health care facilities.

Determine if anyone at home is at higher risk (older adult, chronic illness, special needs) and plan how you will care for them.

Choose a room (and bathroom if possible) in your home that can be used to separate a sick family member from others.

Do you have a thermometer and a sufficient supply of Tylenol or acetaminophen products on hand?

Do you have a sufficient supply of prescription medication on hand?

Create a plan to complete your daily routine while maintaining social distancing from others.

Practice everyday preventive actions at home now.

-Avoid close contact with others.

-Do not share glasses, bottles, or eating utensils with others.

-Cover your coughs and sneezes.

-Clean surfaces you touch frequently like tables, counters, light switches, doorknobs, cabinet handles, bathroom fixtures, toilets, phones, keyboards, or bedside tables.

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

	Practice everyday preventive actions when away from home now.
	-Avoid touching your eyes, nose and mouth with unwashed hands or after touching surfaces.
	-Stay away from anyone who appears to be sick.
	-Wash your hands or use sanitizer after pumping gas.
	-Make purchases at stores by credit card machine. Don't let the sales clerk touch your card.
	-Practice social distancing in grocery stores or take-out food establishments.
	Create a back-up childcare plan in case your regular provider closes.
	Stay in touch with others. Social media can be a way to reduce the sense of isolation and lets other know you are OK. Use caution as it may also contain misinformation that causes distress.
	Disconnect from media outlets if you begin to feel distracted, nervous or anxious. Watch the news in short bursts.
	Talk with your children or other family members about the outbreak. Everyone responds differently to stressful situations. When you stay calm and reassuring they will follow your lead.
	-Encourage children to ask questions.
	-Talk to your children about how the virus is bad, not the people who have it.
	-Find creative ways to have fun at home.
	If your school age child becomes sick, notify his/her teachers and ask for guidance regarding missed assignments.
	Discourage children and teens from gathering in public places such as parks or fields. Supervise younger children when in the vicinity of others.
	Take care of your own physical and emotional health. Make time to unwind.
	-Get adequate sleep and eat well-balanced meals.
	- Disengage from watching the news.
	- Connect with family and friends.
	-Start a new hobby.
	Stock up on non-perishable food to have on hand to minimize trips to the store.
	Be mindful of behavior that may be interpreted as discrimination or as a stigma against someone with COVID-19
	Keep informed of recommendations of public health officials at www.cdc.gov .

A COVID-19 “Stay at Home” Shopping List. . .

	Canned fruits and vegetables
	Canned or powdered milk, broths, soups, meat products or fish
	Snack items like peanut butter, jelly, crackers, nuts, granola bars or your favorite snacks
	Frozen meals or snacks
	Baby food
	Items required for special dietary needs
	Pedialyte or sports drinks
	Single serve bottles of water to prevent sharing

Toothpaste
Soap
Shampoos
Toilet paper
Diapers
Laundry detergent
Disinfectant wipes
Hand sanitizer
Pet food and medication
Entertainment items
-video games, movies or shows, board games, card games, books, craft kits
<i>Add your own list here:</i>

Make notes here: _____



Military Preparation Checklist

Couples & Family

Whether you are part of a couple, a member of a family or serve as mission essential personnel, careful preparation can ease both physical and emotional stress.

✓ **At Home . . .**

Create an emergency contact list including family, friends, Command Ombudsman, American Red Cross, Navy Marine Corps Relief Society, neighbors, babysitters etc.

Write your Ombudsman's telephone number here: _____

Ensure that your spouse or family is included on the command phone/email tree.

Talk to family members and friends about caring for your children and/or pets if you become ill.

Know the location of your Living Will, Power of Attorney, and other "must have" Pre-Deployment documents. Please note: If your Sailor is at sea and you are incapacitated, you must have an *in loco parentis* POA in order to avoid having the State take custody of your children until your Sailor returns.

Ensure that your Sailor's Record of Emergency Data ("Page 2") is current.

NFAAS: ensure that your information is current, and that you and your Sailor know how to access and muster via the NFAAS app or website should your Command require it.

If you are preparing for deployment review the planning worksheets provided.

Create a back-up plan for paying bills if you or a member of your family is ill.

Do you and your spouse both know how to log onto MyPay, and do you know who to call within your Command in case there is an issue with your paycheck? In some cases, a current LES will be required when applying for emergency financial assistance; make sure you know how to print one.

Do you have one month's savings in case of financial emergency?

Has your military member completed the pre-authorization form for a Navy Marine Corps Relief Society Quick Loan?

What is your plan to file your taxes in the event that you become too ill to complete them?

Do you know how to use the American Red Cross in case of an emergency? Call: (877) 272-7337

Create a list of local organizations you can contact in case you need help.

Find out how to get COVID-19 information from local and federal health departments and official information from SUBASE.

Know what symptoms should trigger a call to your doctor.

	Complete DD Form 2870 (“Release of Information”) for both you and your spouse. Without it, their doctor is not allowed to discuss their treatment or medical history with you.
	Determine if anyone at home is at higher risk (older adult, chronic illness, special needs) and plan how you will care for them.
	Choose a room (and bathroom if possible) in your home that can be used to separate a sick family member from others.
	Do you have a thermometer and a sufficient supply of Tylenol or acetaminophen products on hand?
	Do you have a sufficient supply of prescription medication on hand?
	Create a plan to complete your daily routine while maintaining social distancing from others.
	Practice everyday preventive actions at home.
	-Avoid close contact with others.
	-Stay home if you don’t feel well.
	-Do not share glasses, bottles or eating utensils with others.
	-Cover your coughs and sneezes.
	-Clean surfaces you touch frequently like tables, counters, light switches, doorknobs and cabinet handles.
	-Wash your hands often with soap and water for 20 seconds.
	Practice everyday preventive actions when away from home.
	-Avoid touching your eyes, nose and mouth with unwashed hands or after touching surfaces.
	-Stay away from anyone who appears to be sick.
	-Wash your hands or use sanitizer after pumping gas.
	-Make purchases at stores by credit card machine. Don’t let the sales clerk touch your card.
	-Practice social distancing in grocery stores or take-out food establishments.
	Create a back-up childcare plan in case your regular provider closes.
	Stay in touch with others. Social media lets others know you are OK. Utilizing platforms like Skype, Zoom, FaceTime and Google Hangouts is free, and communicating with friends and loved ones “face-to-face” can help to reduce the sense of isolation we are all feeling.
	Disconnect from media outlets if you begin to feel distracted, nervous or anxious. Watch the news in short bursts. Feelings of discomfort, loss of concentration, productivity and difficulty sleeping will impact how you do your job. Get help now.
	Write the Chaplain’s telephone number here: _____
	Call the Fleet and Family Support Center at 860-694-3383
	Call Military One Source at 1-800-342-9647
	Talk with your children or other family members about the outbreak. Everyone responds differently to stressful situations. When you stay calm and reassuring they will follow your lead.
	-Encourage children to ask questions.
	-Find creative ways to have fun at home.
	If your school age child becomes sick, notify his/her teachers and ask for guidance regarding missed assignments.

Discourage children and teens from gathering in public places such as parks or fields. Supervise younger children when in the vicinity of others.

Take care of your own emotional health. Make time to unwind.

-Get adequate sleep and eat well-balanced meals.

- Disengage from watching the news.

-Connect with family and friends.

-Start a new hobby.

Stock up on non-perishable food to have on hand to minimize trips to the store.

✓ **A COVID-19 “Stay at Home” Shopping List. . .**

Canned fruits and vegetables.

Canned or powdered milk, broths, soups, meat products or fish.

Snack items like peanut butter, jelly, crackers, nuts, granola bars.

Frozen meals or snacks.

Baby food

Items required for special dietary needs

Single serve bottles of water to prevent sharing

Toothpaste

Soap

Shampoos

Toilet paper

Diapers

Laundry detergent

Disinfectant wipes

Hand sanitizer

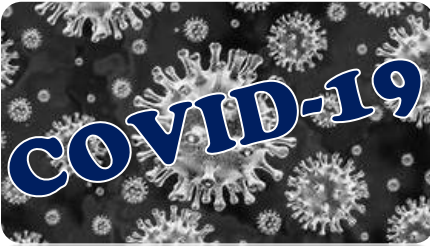
Pet food and medication

Entertainment items

-video games, movies or shows, board games, card games, books, craft kits, outdoor games

Add your own list here:

Make notes here: _____



Military Preparation Checklist

Single Sailors

Whether you live alone or live in the barracks, serve as mission essential personnel or not, careful preparation can ease both physical and emotional stress.

✓ At Home . . .

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| | Create an emergency contact list including family, friends, Command Ombudsman, American Red Cross, Navy Marine Corps Relief Society, etc.
Write your Ombudsman's telephone number here: _____ |
| | Have you completed the pre-authorization form for a Navy Marine Corps Relief Society Quick Loan? |
| | Do you know how to use the American Red Cross in case of an emergency? Call: (877) 272-7337 |
| | Know the location of your Living Will, Power of Attorney, and other "must have" Pre-Deployment documents. |
| | Ensure your Record of Emergency Data ("Page 2") is current. |
| | NFAAS: ensure that your information is current, and that you know how to access and muster via the NFAAS app or website should your Command require it. |
| | If you are preparing for deployment review the planning worksheets provided. |
| | Create a back-up plan for paying bills if you become ill. |
| | What is your plan to file your taxes in the event that you become too ill to complete them? |
| | Can you log onto MyPay, and do you know who to call within your Command in case there is an issue with your paycheck? In some cases, a current LES will be required when applying for emergency financial assistance; make sure you know how to print one. |
| | Clean all "high-touch" surfaces with a disinfectant every day. High-touch surfaces include bathroom surfaces, desktops, phones, tabletops, and other things everyone in the room regularly touches. |
| | Avoid contamination by not sharing your roommate's cups, plates, utensils, and towels. |
| | Create a plan for who will take care of your pet if you get sick. |
| | Do you have a thermometer and a sufficient supply of Tylenol or acetaminophen products on hand? |
| | Create a plan to complete your daily routine while maintaining social distancing from others. |
| | Practice everyday COVID-19 prevention actions. |
| | -Avoid close contact with others. |
| | -Wash your hands often with soap and water for 20 seconds. |
| | -Cover your coughs and sneezes. |
| | -Do not share glasses, bottles or eating utensils with others. |
| | -Clean surfaces you touch frequently like tables, counters, light switches, doorknobs and cabinet |

handles.

Practice everyday preventive actions when away from home now.

-Avoid touching your eyes, nose and mouth with unwashed hands or after touching surfaces.

-Stay away from anyone who appears to be sick.

-Wash your hands or use sanitizer after pumping gas.

-Make purchases at stores by credit card machine. Don't let the sales clerk touch your card.

-Practice social distancing in grocery stores or take-out food establishments.

Stay in touch with others. Social media lets others know you are OK. Utilizing platforms like Skype, Zoom, FaceTime and Google Hangouts is free, and communicating with friends and loved ones "face-to-face" can help to reduce the sense of isolation we are all feeling.

Check in with family members and "at-risk" loved ones.

Disconnect from media outlets if you begin to feel distracted, nervous or anxious. Watch the news in short bursts.

Do not attend gatherings in public places such as parks or fields. Discourage shipmates as well.

Take care of your own emotional health.

-Get adequate sleep and eat well-balanced meals.

-Disengage from watching the news.

-Connect with family and friends.

-Take an online class.

-Take a walk or hike.

Disconnect from media overload if you begin to feel distracted, nervous or anxious. Feelings of discomfort, loss of concentration, productivity and difficulty sleeping will impact how you do your job. Get help now.

Write the Chaplain's telephone number here: _____

Call the Fleet and Family Support Center at 860-694-3383

Call Military One Source at 1-800-342-9647

Accept that some things are outside of your control. Avoid "catastrophizing and keep a positive attitude.

Buy some non-perishable food to have on hand for quick snacks.

A COVID-19 "Stay at Home" Shopping List. . .

Canned fruits and vegetables.

Canned broths, soups, meat products or fish.

Snack items like peanut butter, jelly, crackers, nuts, granola bars.

Fluids like sports drinks

Single serve bottles of water to prevent sharing

Toothpaste

Soap

Shampoo

Toilet paper

Laundry detergent

Disinfectant wipes

Hand sanitizer

Entertainment items

-video games, movies or shows, board games, card games, books

Add your own list here:

Make notes here: _____
