

Dorothy The Organizer's
10-Day COVID-19 Organizing Guide



Expert and Host on the Emmy Nominated Hit TV Show *Hoarders*

www.dorothytheorganizer.com

DorothyTheOrganizer®

10-Day COVID-19 Organizing Guide

We are in a National Emergency and crisis due to the outbreak of COVID-19 (a.k.a. Coronavirus). Many are still scrambling to prepare to endure what may be a lengthy ordeal. Others have a good grasp on shifting to a totally home-based work and life scenario. No matter how prepared you are, Dorothy offers this FREE 10-day organizing guide designed to help you stay safe, organize your life, plan for the future and create checklists for staying on track.

Dorothy thanks you for signing up for this guide. TOGETHER we can protect ourselves and our families, endure this National Emergency, reduce the risk of infection and alleviate fear and worries. Let's get moving!

1. Don't forget to join our DorothyTheOrganizer® Facebook group and interact with us regularly at www.facebook.com/DOROTHYtheORGANIZER. As part of Dorothy's community, we will get through this journey together, learning from each other along the way. Dorothy and her team will address FAQ's and post useful tips daily.
2. You will also receive DorothyTheOrganizer® monthly newsletter.

Current Information on COVID-19:

Symptoms: Fever (typically above 100.4 °F), cough, shortness of breath or difficulty breathing. Call your doctor or healthcare provider for medical advice if you think you have been exposed to COVID-19 and develop the above symptoms.

Incubation Period: This the time between a positive exposure to the virus and beginning to have symptoms of the disease. Most estimates of the incubation period for COVID-19 range from 1 to 14 days—most commonly about 5 days.

Contaminated Surfaces: Keep in mind that the COVID-19 virus can remain active in the air and on surfaces for varying amounts of time. Recent studies found the virus active up to 4 hours on copper, up to 24 hours on cardboard, and up to 2-3 days on plastic and stainless steel. The virus can hang in the air for up to 3 hours before they fall.

Disinfecting: Diluted household bleach solutions, alcohol solutions with at least 70% alcohol and most common EPA-registered household disinfectants should be effective.

- Sources:
1. <https://www.health.harvard.edu/diseases-and-conditions/coronavirus-resource-center>.
 2. Coronavirus Disease 2019 (COVID-19) www.cdc.gov.
 3. National Institute of Allergy and Infectious Diseases' Laboratory of Virology in the Division of Intramural Research in Hamilton, Montana. *New England Journal of Medicine* on March 17, 2020.

Day 1 Guide

Prevention Planning and What to Do if Affected

Staying healthy is the goal, and keeping from getting infected with the Coronavirus requires self-discipline. Many communities are already under a “shelter-in-place” order by local officials to try and reduce the spread of the virus. Many other people are voluntarily working from home and/or self-isolating. Nonetheless, all of us will still have to get food and supplies from outside our home. Here is a checklist of things you must work into your routine to try to prevent infection. Today you want to understand and implement the checklist below:

Prevention Planning Checklist

- Regularly clean (with soap and water or disinfectant products) the entry points of your home, all areas where items are brought into the home and all commonly used areas.
- Use hand sanitizer (if you have it) and wash your hands for at 20 seconds with soap and warm water frequently. When leaving the home, do this before you enter your car after shopping and before you enter your home. If you don't have hand sanitizer, consider carrying hand soap and a 1 gallon jug of water in your car.
- If you have disposable nitrile gloves use them in public. Discard gloves before getting into your car or entering home and wash your hands immediately.
- Do not touch your face, eyes, nose or mouth.
- If you have masks or respirators wear them in public.
- Keep a distance of 6 feet from other persons and avoid all contact with persons in the public.
- Do not touch public surfaces unnecessarily.
- Use common sense in public. Stay clear of gatherings. Leave plenty of space in front of you (and behind) in lines.
- Remain at home unless you must go out.

Below is a checklist of what to do if you or a family member have contracted the Coronavirus and are demonstrating a high fever (typically above 100.4 °F), cough, shortness of breath or difficulty breathing.

Infection Action Checklist

- Call your doctor, clinic or medical provider. Inform them of the symptoms and set an appointment.
- Follow your Doctor's instructions for monitoring, testing, medication, hydration, rest and quarantine.
- Once recovered, monitor yourself for the possibility of reoccurrence.

Day 2 Guide

Resource Gathering Plan

Things are definitely not normal in stores right now. In fact, it is a little crazy out there. Toilet paper, Kleenex, diapers, wipes and paper towels are very difficult to find—cleaning supplies and hand sanitizers have evaporated. Many food items have cleared from store shelves. Do your best to avoid panic and to remain calm. The good news is that grocery stores and wholesale outlets are restocking, and even making concessions for early senior and handicapped shopping hours. Stores are also limiting purchases of scarce items, which should eventually make more of these items available. The key is to limit exposure in public and have a good plan for going shopping. Use the following checklist to help you meet today's task of developing a good, targeted shopping plan.

Resource Gathering Checklist

- Pick at least three (3) stores close to you for shopping. Know their hours (some stores are closing early for cleaning and restocking). If you are not familiar with the layout of these stores, pay attention, so you can optimize your shopping and minimize your social exposure in the future. Decide what order you are going to visit these establishments.
- Your best chance to get desired resources is early in the morning when the stores open. However, this is also when there are long lines and a mad rush to get items. This is why you have 3 (or more stores on your list). Try each store on your list until you get the resources that you need—maintaining sanitizing practices established on Day 1 between stops. Many stores also stock during the day; as such, you may consider varying your shopping hours.
- Plan to shop a day or two before you need items.
- Have a specific shopping list each time you go out. Prioritize what you need the most at the top of your list. Stick to your list when shopping. When you have found the items you need, go home.
- Don't over-shop or hoard scarce resources. Be reasonable and rational. We are all in this together. Get a little more of what you and your family need each time you go shopping—this will help to build your stock. Make sure you have staples for cooking. Remember, the food supply is not cut off—stores will restock.
- Remember to keep sufficient fuel in your vehicle. Everybody touches the gas pump and keypad—it is a social focal point. Be sure to sanitize after fueling.
- Wash your fruits and vegetables (people tend to pick through these goods to find what they like). As needed, sanitize the packaged items you bring home with, disinfecting wipes, spray or soap and water. If possible un-package goods shipped in cardboard or plastic.

Day 3 Guide

The Meal Plan

The kitchen is the hub of the home and will become more so as this crisis persists, so today's checklist focuses on The Meal Plan. The below checklist includes planning for other household needs/considerations, as well. If you regularly cook at home, you probably already have a good plan for keeping your kitchen stocked. That will make today's task easy for you. If you are not accustomed to a regular home cooking schedule, the checklist will be a helpful guide to organizing your meals and resource needs.

But it's not just food that we need, as there are other household resources consider and plan for. The more you plan meals and know what other resources you need, the better prepared you will be for getting in and out of stores rapidly, thus reducing your risk of exposure.

Food and Resource Plan Checklist

- Understand meal proportions for each member of your family.
- Make a Breakfast, Lunch and Dinner plan (menu) for each day of the week. You can do this for a two-week period if you desire, keeping in mind that you may need to shop more than once for perishable items.
- Make another list of the items you will need to prepare each meal. You can look at your first meal to start the items on the list: then, add additional items and increase quantities of items as you work through your weekly meal plan.
- Use the above steps to prepare your list of food for shopping.
- Prepare a list for needed household items (toiletries and cleaning supplies).
- Prepare a list for any medications.
- Prepare a food list for your animals.
- Prepare a list for any other items you may need.
- Finally, if you are care-giving elderly family members, for example, you may need to prepare lists of their needs.

Day 4 Guide

Home Work Plan

Many people have been sent home to work. Many other are simply out of work. It can be more difficult to work from home than many people realize, as the home is filled with distractions. But whether you are already accustomed to working from home or not, distractions will increase with the kids and other family members also being required to stay home. The tip for today is simply to make a Home Work Plan that will allow you to stay focused and practice self-discipline needed to be productive. After all, your employer still needs to see the results of your daily labor.

If you are one of the many people who are out of work as a result of this National Emergency, then the same plan can be applied to looking for a new job or supplemental work. How about revising your resumé or organizing all those tax files you've been putting off? Set your work schedule and make good use of the time—don't be a couch potato!

Home Work Plan Checklist

- Define your work hours and stick to them.. Get dressed early in the day and get down to business and let your work shine.
- Define your workspace and establish boundaries with your family members that will allow you to work undisturbed.
- Don't forget to schedule your breaks. Breaks at home are nice, because you have all your stuff, family and pets at your fingertips! Self-discipline is required, here, to properly limit your break time and get back to work tasks (perhaps use a timer)?
- Properly track your hours. You may have to clock in and out on your company web site (or something similar). And your productivity should be apparent in your completed work tasks. Nevertheless, it is good practice to keep note of what you do each day, how much time you spent on it and your working hours.
- Post your daily/weekly work schedule so everyone in the household knows it.
- Hold a family meeting, if necessary, to explain the importance of your work schedule.
- Work your normally scheduled days. Do not over-do it. Take advantage of your of days at home and make the best of them. There is plenty to do around the house.

Day 5 Guide

Family Activity Plan

The mission for today is to get the family organized on a daily basis. After all, everyone is *HOME*. Everyone needs to have a plan for their own specific needs as well as other activities.

The goal set for this guide is to get your household activities organized and keep conflicts over valued family resources at a minimum.

Family Activity Plan Checklist

- Home schooling online is a reality. The good news is that schools have provided kids with daily online schedules and assignments to complete for the remainder of the school year. Define your kids study hours and make them stick to it. If they complete schoolwork early, give them a book to read, for instance.
- Kids playtime is another consideration. Does anyone still have board games in the closet? This is a good time dust those board games off! Board games are also a great way for the family to interact.
- Regulate exposure to TV and other electronic devices. The temptation to play games will definitely be strong. It is a good way for kids and adults to have fun—just not in excess. How about scheduling the family to watch a movie together from a DVD or the internet a couple times a week? Set up a system for picking the show on movie night.
- Outdoor activities for the family. Activities in the family yard are fair game—run with what you have available and explore new ideas with the family. Family walks and bike rides are also fair game to plan into the schedule, practice social distancing always.
- What about the animals—they need their exercise time too! Schedule it daily!
- And finally, there could not be a better time to define everyone's chores!
- Make a schedule which defines the above responsibilities, commitments, activities and privileges for every person in the household every day of the week.
- Post the schedule and hold a family meeting to make sure everyone understands what to do.
- A family meeting at least once a week is a good idea for everyone to clear the air, stay in tune with everyone else and be informed as to the current national and local state of affairs.

Day 6 Guide

Home Projects Plan

Time is now available for planning and implementing those projects and repairs around the house (large and small) that have previously fallen by the wayside. The best way to organize your projects is to list and prioritize them. Below is a checklist for developing a home projects list(s) based on areas of your home. Then, you can prioritize and develop a Master Plan List that will allow you to undertake and complete projects one-at-a-time. The challenge for today is not to start or complete projects (you can do that from your master list, as time permits); rather, the job for today is simply to complete your Home Projects Master List.

Home Projects Plan Checklist

- List Kitchen / Pantry Projects.
- List Bathroom Projects
- List Living Room/Den/Dining Room Projects
- List Bedroom Projects
- List Storage Area Projects
- List General Interior Home Repair Projects
- List General Exterior Home Repair Projects
- List Garage Projects
- List Basement / Attic Projects
- List Yard Projects
- List Garden Projects
- List Vehicle Projects
- List Other Projects
- Prioritize the projects on each of the above lists. Perhaps use a numbering system with 1 as high priority, 2 medium priority and 3 as low priority.
- Combine each list to a single list based on priority.
- You will most likely want to revise the above prioritized list, considering your preference on which projects to tackle first and the availability of necessary materials, for instance. Now you can finalize and post your Home Projects Master List.
- Check your calendar and begin scheduling your projects. When possible, order materials ahead of time (so you don't have to leave the house) to be delivered for larger projects.

Day 7 Guide

Plan Your Finances

The goal of today's tip is to determine your Master Monthly Expense Sheet. If you already have done this, it is a good time to revisit your expense sheet. The COVID-19 situation is mandating that we look closely at how we spend and save our money. Knowing exactly how much your monthly mandatory expenditures are is the basis for developing a budget to live within your monthly income. It will also give you a clear picture of how much you may need to lean on your savings over the next weeks and months.

Master Monthly Expense Sheet Checklist

- Rent/ Mortgage
- Utilities
- Food
- Medication
- Clothing
- Cosmetics / Beauty
- Medication
- Subscriptions
- Credit Card Payments
- Loan Payments Vehicle(s).
- Loan Payments Other
- Other Necessary Expenses
- Tally the above expenses on a spreadsheet (by hand or electronically) to arrive at your Master Monthly Expense Sheet.
- You now have an itemized list of how much you are spending and on what every month. This gives you the ability to trim / expand spending or savings to fit your monthly income or budget.

Day 8 Guide

Self-Care Plan

It's already Day 8, and we are just now getting to taking care of ourselves. It is vitally important to take the time each day to exercise, relax, entertain and generally take care of our own personal health.

Today's task is to acknowledge the things we need to do to reduce stress. The following checklist is designed to help you develop a plan for nurturing yourself—physically and emotionally.

Self-Care Plan Checklist

- Weekly Exercise Routine.** Physical exercise is a must. List what you normally do to exercise. Gyms are closed, but you can still exercise at home doing calisthenics or dusting off those weights in the garage, for example. Daily walks, jogs, bike rides and skates are a great way to keep moving while maintaining social distancing practices. Walk those dogs, too! List your preferred means of exercise for you, your family and your animals.
- Weekly Relaxation Practices.** Do you listen music? Do you play a musical instrument? Are you a hobbyist? Do you meditate? However it is that you relax, list those practices.
- Weekly Entertainment Preferences.** Some of the things you do to relax may overlap here, such as listening to music. Do you enjoy movies? Do you like to sketch, paint, or knit? Do you play board or electronic games with your family? The internet is full of video and movie choices of just about anything thing you can think of to watch. Unfortunately, going out for entertainment is not an option at this point. So, list the things you like to do for entertainment.
- Sleep.** Do you get enough sleep? It's great if you do! If you don't, here's a tip to get more sleep. Set a go to bed alarm. Be serious about it. Get in bed at that time, and if you can't sleep immediately, read until you can. When your morning alarm rings, get up and start your day. You can train yourself to get more sleep this way, but only if you are serious about it. Note your go to bed and waking hours on your list—which you can review and use to help you track and establish a regular sleeping routing.
- Sit down with each family member and help them develop a self-care plan, based on their individual needs.** That's right, list those things for everyone in the household.
- It's now time to use the above lists to schedule exercise, relaxation and entertainment into a daily Self-Care Plan.** You can do this as a separate plan that you post in your home. Or, you can merge it into your Daily Schedule for each day of the week. The point is to recognize your self-care needs, schedule them and do them regularly!

Day 9 Guide

Longer-Term COVID-19 Plan

How long the COVID-19 emergency will require us to shelter-in-place and/or self-isolate is currently unknown. The really good news is that measures to lessen the spread of the virus have been implemented, but the unknown factors are what further measures will be taken and for how long? We simply do not know. Rather than worry, let's take a little action. The mission for today is consider and list things that we can do to stay informed and lookout for others.

Long-Term COVID-19 Plan Checklist

- By joining our DorothyTheOrganizer® Facebook page, you will have access to Dorothy's ongoing ideas, ways and means for getting through this crisis safely. Dorothy and her Team will be sharing frequently on the page, and many other group members will chime in on the discussion. We have much to learn and share moving forward. Also, you will be receiving Dorothy's informative monthly newsletter in your email.
- There can be little doubt that the Day 1 Challenge for sanitary and social distancing practices will remain at the top of everyone's priorities for weeks and months until a vaccine is available. Make a list of the supplies you need on a monthly basis for self-sanitizing (e.g. hand soap, nitrile gloves, masks, disinfectants). Knowing what you need for a month is a good baseline. While restocking supplies (or even initially obtaining them) is still an uncertainty, we need to be ready for when these scarce goods become available.
- Stay connected to close friends, coworkers and family. Use FaceTime, Skype, ZOOM or any other VoIP system to interact with persons you normally would. If you only have a phone, that is just fine. Use it. Make a list of your people and stay connected. We are all in this together.
- Make a list of family and friends you care about that may need your direct assistance. Next to each one of these people, note what it is that you personally could do to assist them to get through this crisis. Reach out to these people when you are ready. On the other hand, you will specifically know what you can do for each person if these people reach out to you for help first.
- Make a list of organizations and causes that you may be interested in participating. Educate yourself as to benefits and risks of volunteering before committing yourself.
- Empower yourself by staying abreast of global, national, state and local developments. There is plenty of information about the crisis on the internet and in the media. List your preferred sources and plan to check in frequently.

Day 10 Guide

Plan for a New World

The COVID-19 has and will clearly create job losses and economic turmoil on a global scale. The world has changed, and will not get back to anything resembling what we considered normal until mass vaccinations against the virus have been implemented. With change, however, will arise new opportunities in the future and even now. The task for today is to inventory options that allow you to look beyond today and explore future possibilities.

Plan for a New World Checklist

- For most people the pressure of this changing new world is upon us NOW. If you are out of work right now, there are jobs currently available in the food and resources supply and demand chain. If you need work to survive, make a list of temporary jobs you would be willing to work; then, go online and explore opportunities in your area.
- List the types of new jobs that you are interested in on either a full-time or part-time basis. This list will guide your voluntary or necessary search for employment and/or career development as opportunities arise.
- Consider furthering your education. Expanding your education is not just to get a new or better job. Career path development is certainly accelerated by continuing your education, but how about learning as a way to better understand our world? That is to say for personal development. Technology is evolving at a very fast rate. For example, do you really know the software you use daily? Could you benefit from taking a class on this software? Make two (2) lists to explore your educational interests both for career and personal development.
- Take existing magazines from your home or find images on the internet and create a vision board for yourself looking ahead to goals and dreams to accomplish, once we are through this pandemic.
- Crisis manifests change and many of you may be looking to take control of your financial future. If you have a penchant for organizing and would like to set up your own organizing business like Dorothy's, you can attend a FREE webinar to find out how. Get the exact steps on how to become a professional organizer, without stressing about how to run a business, where to find clients or what to charge. Dorothy can teach you how to become a professional organizer—a Boss Organizer®. You can visit www.bossorganizer.com to reserve your seat for this free webinar, which will launch as soon as the COVID-19 pandemic has eased.

Get Virtual Organizing Now!

We hope that the Dorothy The Organizer's 10-Day COVID-19 Organizing Guide has helped you plan and prepare to care for yourself and family during this National Emergency. We ask you to continue to keep with us on our DorothyTheOrganizer® FaceBook page for ongoing tips, and by all means spread the word! The more of us that remain healthy and unaffected, the faster we will overcome this crisis.

Also, if you need direct organizing assistance now, Dorothy The Organizer® and her trained team of Boss Organizers® are ready to assist you virtually now over the phone, FaceTime, Skype or Zoom at a greatly reduced rate.

Contact us at www.info@dorothytheorganizer.com or call 909-345-7320.

Stay healthy, stay organized and stay positive. We will make it through this together.