



## Coronavirus:

### ***Please Take These Simple Precautions***

- **To Avoid Contracting COVID-19:**

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash your hands with soap and water if they are visibly dirty.
- *Though COVID-19 is a respiratory disease, transmittal is **not** airborne. CDC recommends you do **not** wear a facemask to protect yourself if you are **not** sick, unless caring for a sick person, in close proximity.*

- **If You Have, or Think You Have, COVID-19:**

- Stay home except to get medical care.
- Have a two-week supply of food and necessary household disposables on hand.
- Before visiting a doctor, call ahead to inform them that you have, or may have, COVID-19.
- Separate yourself from other people and pets in your home as much as possible, and avoid sharing personal household items and spaces.
- Clean all “high-touch” surfaces every day, and always after you use them.
- Wash your hands often with soap and water, for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Cover your cough or sneeze with a tissue, then throw the tissue in designated trash.
- *CDC recommends that you **should** wear a facemask if you are sick, to prevent the spread of infected droplets when you cough or sneeze. Readily-available surgical type will do.*

#### **Err On the Side of Caution and Remember: Communication is Key!**

Symptoms of COVID-19 are very similar to the common cold and flu, to which we are often susceptible this time of year. Even if you think you “only” have a cold or flu, if you are experiencing **fever, cough** or **shortness of breath**, or notice it with a co-worker, please act immediately, communicating your concerns to your supervisor and HR, so that everyone can take the proper steps necessary to ensure your health, and the health of workplace.

***The most detailed, accurate and continually updated information about the COVID-19 outbreak is available from the Centers for Disease Control and Prevention (CDC) at this link:***

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>