

CORONAVIRUS

STAYING INFORMED

The Centers for Disease Control and Prevention (CDC) is still learning about the virus that causes the disease named **"CORONAVIRUS DISEASE 2019"** (abbreviated **"COVID-19"**).

The virus is thought to spread mainly from person-to-person transmission:

- Between people who are in close contact with one another
- Through respiratory droplets that are produced when an infected person coughs or sneezes

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed **CORONAVIRUS DISEASE 2019 (COVID-19)** cases.

THE FOLLOWING SYMPTOMS MAY APPEAR 2-14 DAYS AFTER EXPOSURE:



FEVER



COUGH



SHORTNESS OF BREATH



Good hand hygiene includes washing your hands with soap and water for at least 20 seconds. Not sure how long 20 seconds is? Hum the **"HAPPY BIRTHDAY"** song from beginning to end twice.

PREVENTING THE SPREAD OF DISEASE

Use good respiratory etiquette and hand hygiene to prevent the spread of germs:

- Cover your mouth and nose with a tissue when you cough or sneeze
- Dispose of your used tissue in the trash
- If you do not have a tissue, cough or sneeze into your shirt sleeve instead of your hands
- Remember to wash your hands after you cough or sneeze:
 - Wash with soap and water
 - If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol

ADDITIONAL STEPS THAT CAN HELP PREVENT THE SPREAD OF CORONAVIRUS INCLUDE:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, mouth, and face.
- Stay home when you are sick.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often, especially after going to the bathroom; before eating; and after you blow your nose, cough, or sneeze.

IF YOU GET SICK

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, call your health care provider immediately.

To prevent others from getting sick, stay home except to get medical care. Avoid public areas and public transportation.

WORKPLACE PREVENTION

The CDC has released recommended strategies for companies to use to help reduce workplace exposures to acute respiratory illnesses.

All companies should be ready to implement strategies to protect their workforce from **COVID-19** while maintaining continuity of operations.

IT IS RECOMMENDED THAT WORKERS WHO HAVE SYMPTOMS OF ACUTE RESPIRATORY ILLNESS STAY HOME AND DO NOT COME TO WORK UNTIL THEY ARE FEVER FREE FOR AT LEAST 24 HOURS.

Workers should notify their supervisor and stay home if they are sick.

COMPANIES SHOULD:

- Actively encourage sick workers to stay home
- Separate sick workers and immediately send home workers who become ill during the workday
- Explore the potential for policies, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts)
- Encourage workers who are able to telework to stay home instead of coming into the workplace
- Emphasize good respiratory etiquette and good hand hygiene
- Perform routine environmental cleaning
- Advise workers who travel for business to follow CDC guidance on travel
- Provide tissues and no-touch disposal receptacles for worker use
- Provide soap and water and alcohol-based hand sanitizers in the workplace
- Provide disposable wipes so that workers can wipe down commonly used surfaces before and after each use

For more information and updates, visit the CDC's website at [HTTPS://CDC.GOV](https://cdc.gov).

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