CORONAVIRUS (COVID-19)

What to know, actions to take and how to prevent the spread if you are sick.

How to protect yourself and others…

- ✓ **Wash your hands regularly for at least 20 seconds.**
- ✓ **Avoid touching** your eyes, nose and mouth with unwashed hands.
- ✓ When coughing and sneezing, **cover your mouth and nose** with your flexed elbow or tissue (discard immediately after use).
- ✓ **Clean surfaces** regularly and thoroughly.
- ✓ **Stay home** when you are sick.

What to do if you are sick…

- ❑ **Stay home and seek immediate attention** if you feel like you have been exposed or have developed symptoms.
  Per the CDC's guidance, team members who have traveled to affected regions should not return to work and limit interactions with others for 14 days following their return.
- ❑ **Promptly call your healthcare provider** to determine best course of care.
- ❑ **Notify your manager** as soon as possible.
- ❑ **Review applicable time off policies**, including sick leave and/or PTO, available to you.

What to do if you are or will be traveling…

- ❑ **Stay updated on the most recent guidance** and recommendations before any international travel (links below, including travel advisories and restrictions).
- ❑ **Avoid unnecessary travel** to impacted areas.
- ❑ **Notify your manager** if you are planning to or have traveled to affected regions in the last 14 days.

Important Resources

Centers for Disease Control (CDC) — *www.cdc.gov/coronavirus*

World Health Organization — *https://www.who.int/emergencies/diseases/novel-coronavirus-2019*