

Important information about COVID-19 and keeping our workplace clean and healthy

Team,

Your health and safety come first. With cold and flu season upon us, complicated by concerns of the [Coronavirus Disease 2019](#) (COVID-19), we want to ensure you remain informed and are ready to take the necessary precautions to keep you, your family, friends and colleagues healthy.

We are closely monitoring the news and will share more information about the coronavirus as it becomes available. In the meantime, we wanted to share some of the following information and preventive measures from the Centers for Disease Control and Prevention (CDC):

What is the Coronavirus 2019?

According to the CDC, the Coronavirus Disease 2019 (COVID-19) is a respiratory disease first detected in China and has now been detected in more than 60 locations internationally, including the United States.

The International Health Regulations Emergency Committee of the World Health Organization and the Health Services Secretary have both declared the outbreak as a public health emergency. The concern is if the disease continues to spread, it could be taxing on medical care facilities and providers, influencing our financial markets, prompting shortages of supplies and resources, impacting transportation and law enforcement departments, and causing general business disruption.

Much is still unknown about the disease. Current recommendations are based on what we know as of now, but they are subject to change.

What are some symptoms of a coronavirus infection?

Symptoms can vary from mild to more severe. Common symptoms may include:

- Fever
- Shortness of breath
- Cough
- Headache
- Sore throat
- Runny nose

More severe symptoms may include:

- Bronchitis
- Pneumonia

What measures might minimize contracting a coronavirus infection?

Because the coronavirus is believed to be spread from person-to-person contact, the CDC recommends the following prevention strategies:

- Minimize exposure to anyone who exhibits symptoms of illness or the coronavirus.
- Thoroughly and frequently wash your hands with warm water and soap for 20 seconds.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Cover your coughs or sneezes with a tissue, which should be immediately disposed of in the garbage.
- Refrain from sharing food and drinks and using the same dishes as others.
- Obtain a healthy amount of sleep.
- Practice good housekeeping by frequently wiping down phones, door handles, light switches, remote controls, cooking surfaces, and any other commonly touched surfaces with disinfectant.
- Consider using personal protective equipment as needed.
- Review the [CDC's travel notices](#) before traveling away from the community.

What should happen if you don't feel well?

- If you don't feel well and are exhibiting symptoms of a respiratory illness, you should stay home to minimize the spread of germs.
- Depending on the severity of symptoms, you may want to talk to your medical provider and have them assess the severity of your illness.
 - If the coronavirus is suspected, particularly if you have traveled overseas or been exposed to someone who has traveled overseas, your medical provider may order a lab test.
- Stay connected with your manager and keep them updated on your symptoms to determine the best time to return to work.

Are there any measures you should consider taking?

- Educate yourself on the virus and preventive measures.
 - Read the CDC, state and local health organizations' websites.
 - If applicable, call your employer's Employee Assistance Program.
- Regularly use best wellness practices.
- Stay closely connected to your employer for guidance and updates.

- Enroll in direct deposit or a paycard program to minimize interruption to your pay, in case there is a disruption to the business.
- Update your contact information, including your phone number, in WorkSight.
- Provide your employer with your emergency contact information.

Please help us keep you and your colleagues healthy by reviewing these important tips and keeping your workspaces and our common areas clean. Let your manager know if you have any concerns.