



Coronavirus Disease 2019 (COVID-19) Awareness

As the number of infected people increases throughout the U.S. and world, it is important you prepare your company for changes in the way work is normally performed.

Background

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries throughout the world, including the U.S. Recently established as a pandemic, it already is affecting all aspects of daily life, including travel, trade, tourism, food supplies and financial markets.

To reduce the effects of the COVID-19 outbreak on businesses, workers, customers and the public, it is important to plan for how COVID-19 can affect your business.

What Are the Symptoms of COVID-19?

The symptoms for COVID-19 typically appear 2-14 days after exposure and include:

- Fevers/chills
- Cough
- Shortness of breath
- Sore throat

How Does COVID-19 Spread?

The spread of COVID-19 typically is spread person to person. A few common ways include:

- Coughing
- Contact with infected person
- Sneezing
- Contact with the virus on a surface

(The virus can last up to three days on a surface.)

Who is at Risk?

Everyone is at risk of contracting the COVID-19 virus, and illness ranges from mild to severe.

There are some groups that may be at higher risk of complications, including:

- Pregnant women
- Elderly
- Children and adults with:
 - o Asthma
 - o Diabetes
 - o Compromised immune systems
 - o Heart disease or kidney disease

How Can I Protect Myself and Others?

Practice good hygiene!

- Wash your hands frequently for at least 20 seconds.
- If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid close contact with people who are sick (social distancing).
- Avoid touching your eyes, nose and mouth.
- Stay home when you are sick. (See: What are the Symptoms of COVID-19?)
- Cover your cough or sneeze with tissues and discard them in the trash.
- Disinfect and clean frequently touched surfaces and objects or areas.



