



## 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:

- Fever
- Shortness of breath/difficulty breathing
- Sore throat
- Headache
- Cough
- Chills/Repeated shaking with chills
- Muscle pain
- New loss of taste or smell

### How Does COVID-19 Spread?

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

- Coughing
- Sneezing
- Contact with infected person
- 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.

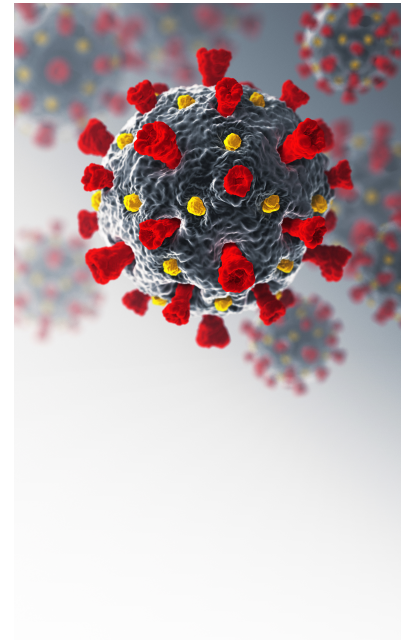
There are some groups that may be at higher risk of complications, including:

- 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.



**Notes:**

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Date

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Signature of Presenter

Additional Topics Discussed: \_\_\_\_\_

**ALL ATTENDEES MUST SIGN**

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