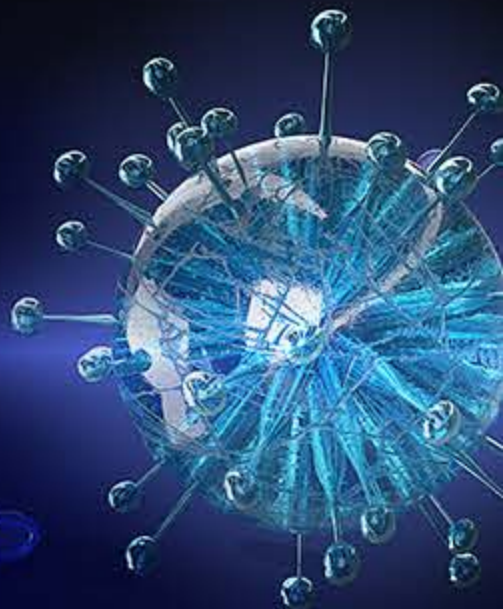


# Coronavirus Disease 2019 (COVID-19)

The COVID-19 pandemic has infected people globally and wreaked havoc in our lives. While it may take a while to recover from the large-scale damage it has caused, the least we can do is adhere to strict guidelines and stay safe.




It is critical that we take precautionary measures to stay away from contracting the virus.



## What is Coronavirus

Coronaviruses are a large family of viruses. Some cause illness in people; numerous other coronaviruses circulate among animals, including camels, cats and bats. Rarely, animal coronaviruses can evolve and infect people and then spread between people such as has been seen with Middle Eastern Respiratory Syndrome Coronavirus (MERS-CoV)

## How does it spread:

-  Cough
-  Sneeze droplets
-  Touching contaminated surfaces and then touching face, eyes or nose

## Symptoms of Coronavirus

- ▶ Cough
- ▶ Shortness of breath
- ▶ Breathing difficulties
- ▶ Fever (high temperature)

## Prevention

-  Avoid close contact with people who are sick
-  Avoid touching your eyes, nose, and mouth with unwashed hands
-  Wash your hands often with soap and water for at least 20 seconds
-  Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available
-  Avoid contact with live animals
-  Avoid sharing dishes, glasses, bedding and other household items with those with flu symptoms
-  Cover your cough or sneeze with a tissue, then throw the tissue in the trash
-  Sneeze into your elbow if you don't have a tissue
-  Clean and disinfect frequently touched objects and surfaces
-  Avoid eating raw or undercooked meat or animal organs

## Guidance on wearing masks

-  It is not recommended that healthy people wear a mask
-  Wear a mask if you have flu symptoms
-  Only wear a mask if you are taking care of an infected person or if a health care provider tells you to do so
-  Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water
-  Avoid touching or adjusting while wearing a mask

## Travel advice

-  If you're planning to travel internationally, first check travel advisories of your local region
-  You may also want to talk with your doctor if you have health conditions that make you more susceptible to respiratory infections and complications
-  Please consult with your internal corporate travel committee for further advisory



**If any of you or your family members have any symptoms of cold, cough with fever, please seek medical advice immediately.**

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