4 EASY STEPS

To help stop the spread of respiratory diseases like COVID-19



1. CHECK FOR SYMPTOMS BEFORE COMING TO WORK

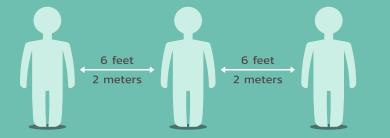
Employees must self-check for symptoms at home before coming to work. Employees must stay home, contact their supervisor, and call their health care provider if they have COVID-19 symptoms, including:

- Fever of 99.6° F or higher
- Cough
- Tiredness
- Sore throat
- Difficulty breathing or shortness of breath
- Nausea, vomiting, or diarrhea

Employees who have known exposure to someone with COVID-19 must stay home until they are symptom-free for 14 days and inform their supervisor immediately.

2. SOCIAL DISTANCE FROM OTHERS

Employees must stay 6 feet apart from each other and visitors. This includes keeping desks and workspaces 6 feet apart.









3. COVER YOUR COUGH OR SNEEZE WITH A TISSUE

Then throw the tissue in the trash and wash your hands. If a tissue is not available, cough or sneeze into the crease of your elbow.

4. AVOID PHYSICAL CONTACT

Find other ways to greet others without shaking hands or touching each other, such as waving.







