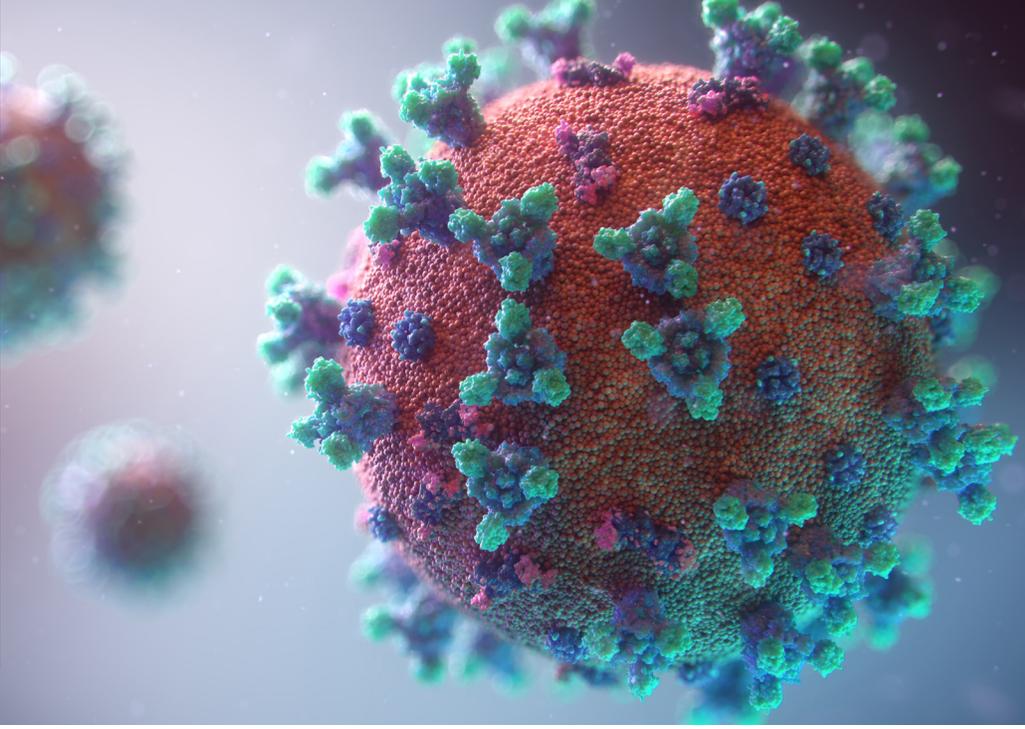


HOW TO PROTECT YOURSELF FROM COVID-19



KNOW HOW IT SPREADS

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). **The best way to prevent illness is to avoid being exposed to this virus.**

- The virus is thought to spread mainly from person-to-person between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Take steps to protect yourself and others:



CLEAN YOUR HANDS OFTEN

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

- If **soap** and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands or gloves.



AVOID CLOSE CONTACT: MAINTAIN SIX-FOOT SOCIAL DISTANCE

Maintain six-foot Social Distance at all times:

- Put distance between yourself and other people.
- Stay home if you are sick, except to get medical care.
- Learn [what to do if you are sick](#).



COVER COUGHS AND SNEEZES

Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds.
- If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



WEAR A FACEMASK WHEN IN COMMON AREAS

- **Wear a cloth face mask at all times** while working in an area where other team members are present.
- Cloth face masks **MUST** be worn when walking through, entering or passing any/all common areas such as: main entry/reception, break rooms, bathrooms, café/kitchen areas, down hallways lined with cubicles or open office areas, etc.
- Cloth face masks may be removed **ONLY** when working in an isolated area, office or conference room but **MUST** be applied when others enter the area.



CLEAN AND DISINFECT

- **Clean AND disinfect** frequently touched surfaces **daily**. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

To disinfect:

Most common EPA-registered household disinfectants will work. Use disinfectants appropriate for the surface.