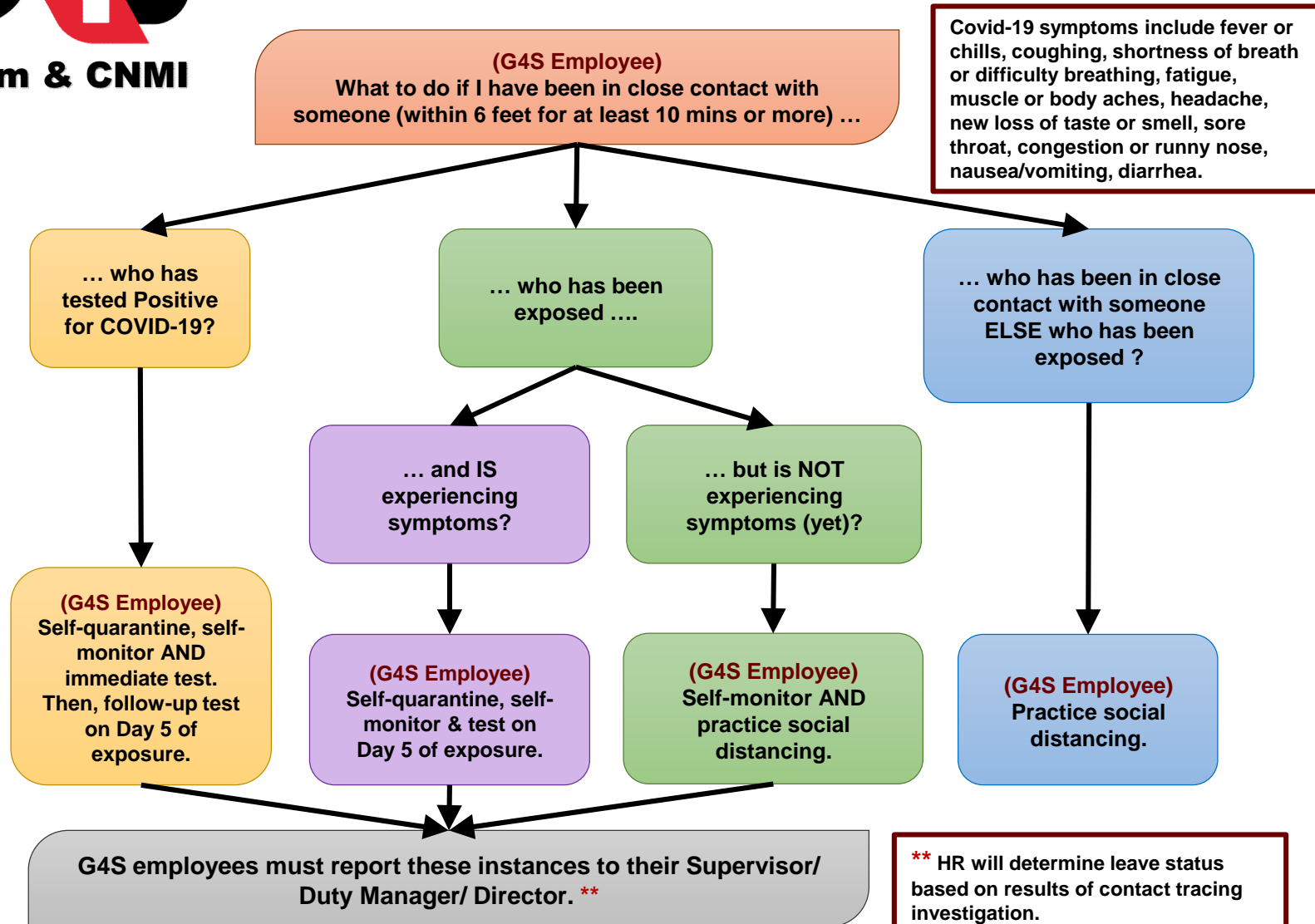
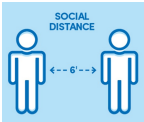


# COVID-19 EMPLOYEE INFORMATION – WHAT TO DO

“Let’s do our part in stopping the spread and create a healthy, working environment for our colleagues.”



## HOW DO I ...

### Self-Quarantine or Isolation

- Isolate for 10 days if positive for COVID-19.
- Avoid contact with other people.
- Don't share household items.

### Self-Monitor

- Be alert for symptoms of COVID-19, especially dry cough & shortness of breath.
- Take your temperature every morning and night and write it down.
- Call your doctor if you have trouble breathing or a fever (100.4 F / 38 C).

### Practice Social Distancing

- Maintain 6 feet distance and do not physically get close to people for more than 10 minutes.
- Don't hug or shake hands.
- Avoid groups of people.
- Be aware of frequently touched surfaces, including doorknobs, elevators buttons, service counters, shared pens, touch screens, steering wheels, and cell phones.

**Note: If self-quarantining / self-monitoring & testing, immediately file a personal leave with your respective Supervisors/Managers, and DO NOT return to work without a Negative Test Result.**