

# COVID-19

# WHAT TO DO

## SITUATION

## RECOMMENDED ACTION

If you are not feeling well and have symptoms of flu or cold

- **Report symptoms** to supervisor and HR
- **Stay home**, do not report to work until guidance received from supervisor/HR
- **Contact doctor**

If a close family member has symptoms of flu or cold

- **Report** to supervisor and HR, may be asked to stay away from work for a period of time
- **Contact doctor**

If you believe you have been exposed (you have come in 'close contact' with the COVID-19 virus)

- **Report symptoms** to supervisor and HR, may be asked to stay away from work for a period of time
- **Closely monitor** for symptoms, report immediately if any symptoms appear
- **Contact doctor**

If you have had close contact with someone else who may have been exposed to COVID-19

- **Report** to supervisor and HR for guidance
- **Closely monitor** for symptoms, report immediately if any symptoms develop
- **Contact doctor**

If you have tested positive for COVID-19

- **Self-quarantine**, do not report to work
- **Report symptoms** to supervisor and HR

## BE VIGILANT!

- Avoid touching eyes, nose, and mouth
- Cover coughs and sneezes with a tissue
- Clean and disinfect objects and surfaces frequently (including mobile devices)
- Wash your hands often with soap and water for at least 20 seconds or use hand sanitizer

***Thank you for your cooperation!***