



Coronavirus Employee Guidance

- **FLU-LIKE SYMPTOMS**

Coronavirus causes flu-like symptoms, including fever, cough, and shortness of breath. If you are sick or may be sick, do not come to work. Stay home, except to get medical care.

- **HAND WASHING**

Wash your hands often with soap and water for at least 20 seconds, especially after using the restroom, before eating, and after blowing your nose, coughing, or sneezing. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

- **AVOID TOUCH**

Avoid touching your eyes, nose, and mouth with unwashed hands.

- **HYGIENE**

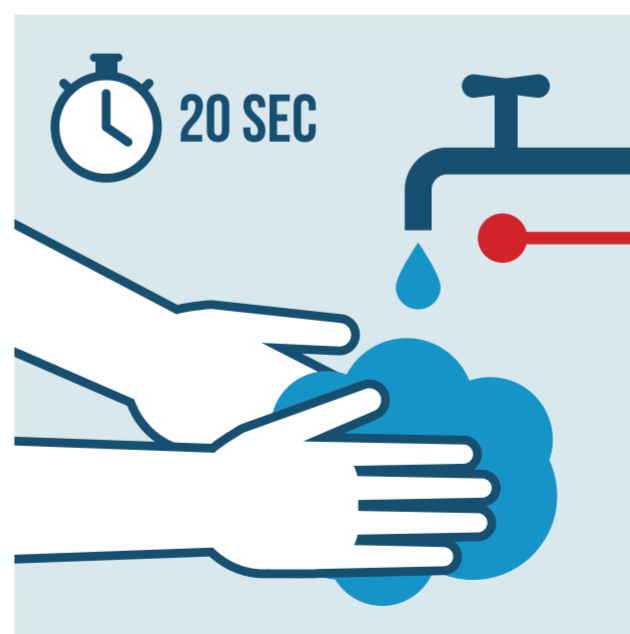
Do not spit in public and cover your mouth and nose with a tissue when you cough or sneeze. Throw away used tissues in the trash. If tissues are not available, cough or sneeze into the inside of your elbow.

- **AVOID PHYSICAL CONTACT**

Avoid physical contact in greetings, such as handshakes, and avoid close contact with people who are sick (stay at least 6 feet away from them).

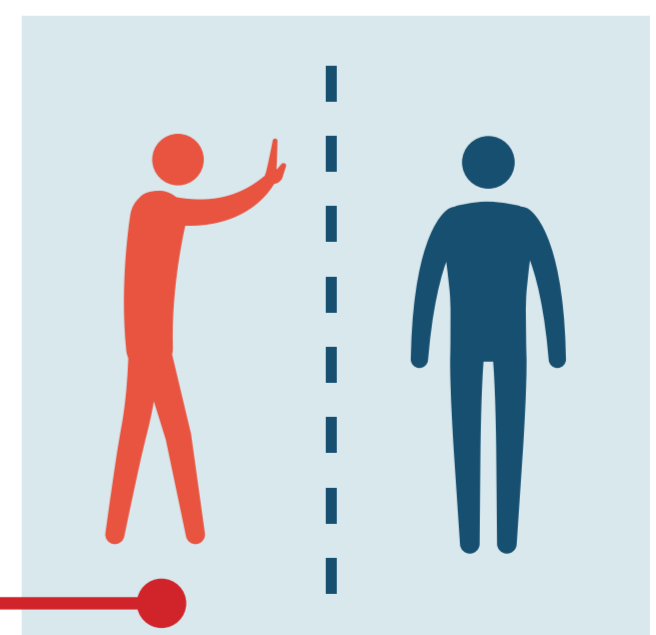
- **BEWARE: COMMUNAL ITEMS**

Use disposable wipes on commonly used surfaces before touching them (for example, tables, door handles, light switches, countertops, desks, phones, keyboards, toilets, faucets, keypads, microwave controls, remote controls, sinks, cell phones, tablets, and hand tools). If disposable wipes are not available, make sure to wash your hands thoroughly with soap and water or use hand sanitizer directly after touching these surfaces.



Practice regular hand washing

Avoid physical contact



If you are experiencing flu-like symptoms, please stay home.

For more information on COVID-19 (Coronavirus Disease) please visit:

www.cdc.gov/COVID19

For digital copies of this guidance, and additional resources, please visit our website:

www.panache-usa.com/health