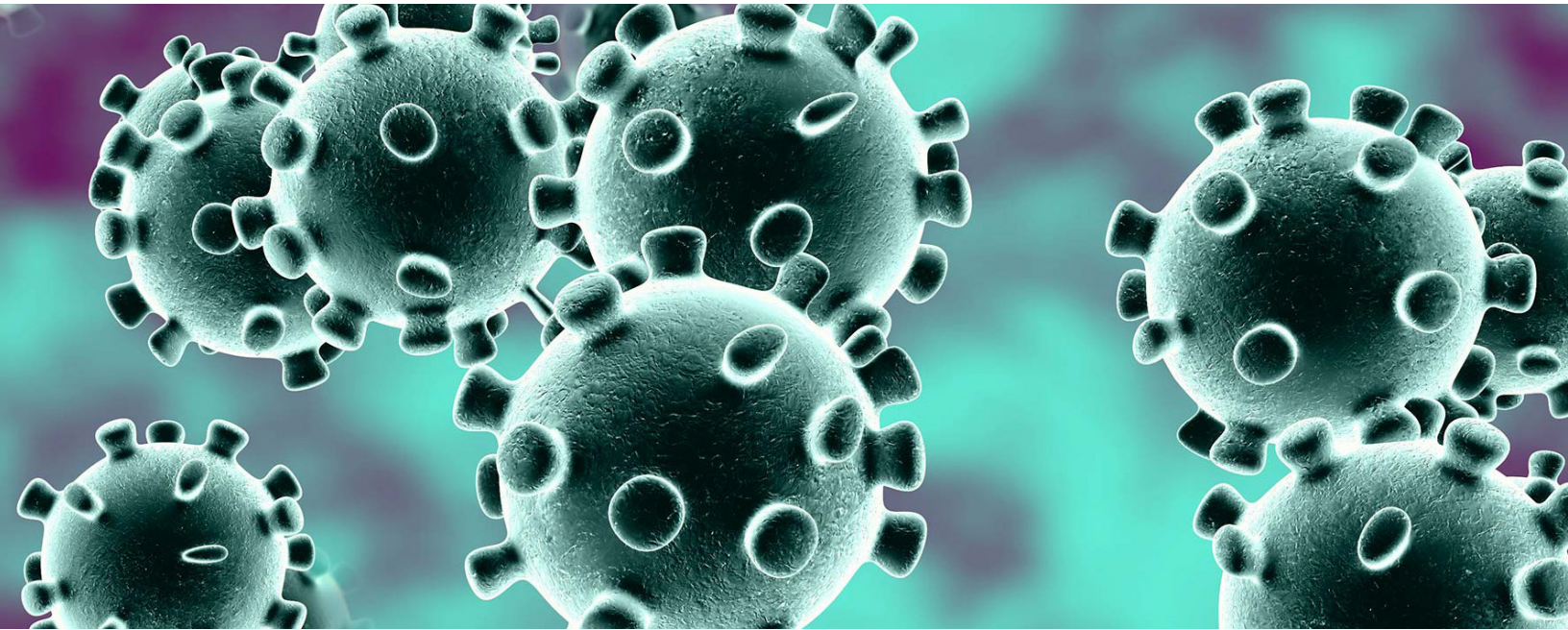


SAFETY ALERT

Coronavirus (COVID-19) Information



WHAT IS IT?

Coronaviruses are a family of viruses that cause mild illnesses, like a cold, to more serious illnesses, like pneumonia.

Recently, a novel (new) coronavirus was detected in thousands of people worldwide, starting in China. The infection, called COVID-19, can be spread from person to person. A “novel coronavirus” is a strain that has not been previously found in humans.



SYMPTOMS

Common Symptoms of COVID-19 can include fever, cough and/or shortness of breath.

People who have recently traveled to an area where COVID-19 is spreading, or who live in the same household of those who have had close contact with someone with confirmed COVID-19, are at high risk.

Older adults and those with weakened immune systems are also at higher risk.

If you are experiencing fever, cough, or shortness of breath and have traveled to an area where COVID-19 is spreading, go home immediately and call or go to your healthcare provider.



PREVENTION / REDUCING YOUR RISK

- Avoid close contact with people who are sick
- Cover your mouth and nose with a tissue, sleeve, or elbow when coughing or sneezing
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.



ADDITIONAL RESOURCES

- [CDC: Coronavirus Disease 2019](#)
- [WHO: Coronavirus Disease \(COVID-19\) outbreak](#)
- [IDSA: COVID-19 What You Need to Know](#)
- [NYC Novel Coronavirus Outbreak Factsheet](#)
- [NYC Schools and Families Guidance for Novel Coronavirus \(PDF\)](#)
- [NYC Business and Employer Guidance for Novel Coronavirus \(PDF\)](#)
- [Philadelphia: Coronavirus Disease 2020 \(COVID-19\)](#)
- [Philadelphia: What the City is Doing](#)
- [Travel Poster \(PDF\)](#)
- [Cover Your Cough \(PDF\)](#)



This memo is to be reviewed by all staff and can be found on the main page of SharePoint. As more information becomes available, we will distribute to all staff.