

ALL YOU
NEED TO KNOW
ABOUT THE

CORONAVIRUS

COVID-19

transmission • symptoms • prevention

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WHAT IS CORONAVIRUS?

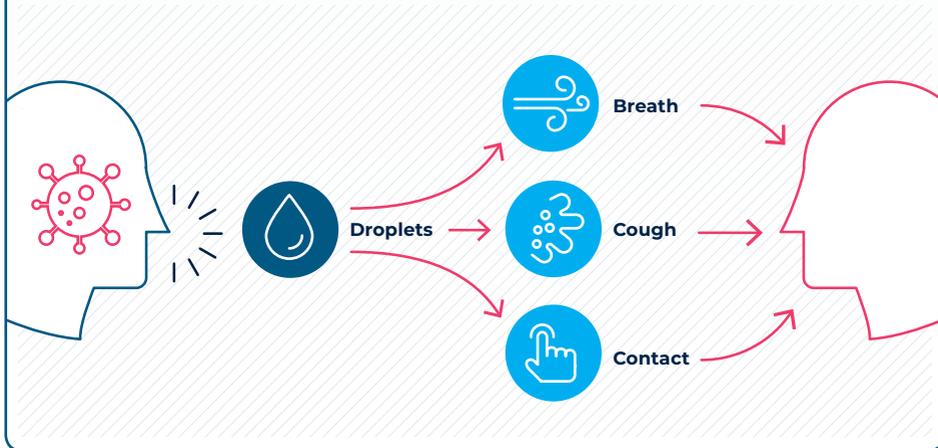
how is it transmitted?

As you may have seen and heard the Coronavirus is a huge talking point right now and a concern for all of us especially those who travel to different parts of the world.

Our people are our most important asset and we ask you to be safe and follow preventative measures.

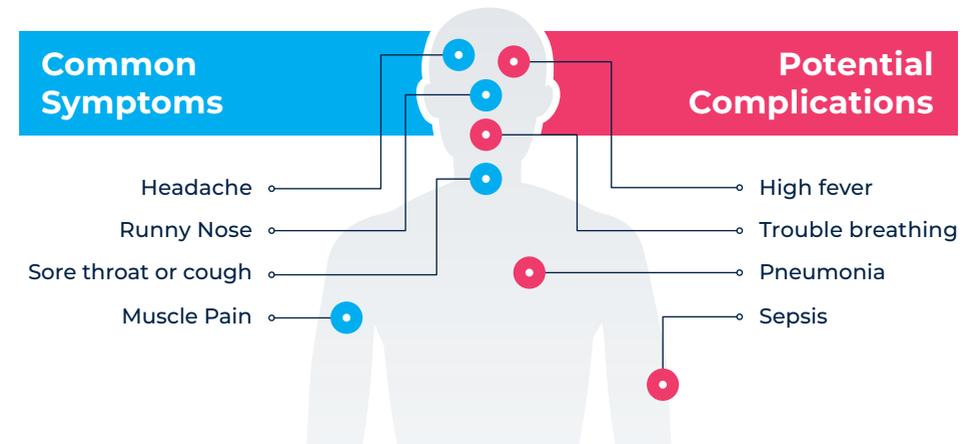
Our people's well-being is of utmost importance to us and with this in mind we would like to share information around the virus to make you more aware and help you to understand what to do in the event you are concerned.

Coronavirus transmission is from human to human



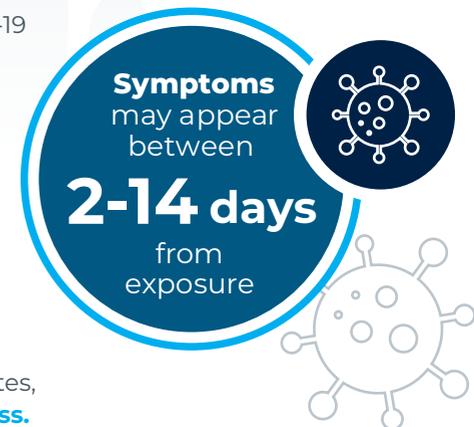
This Coronavirus known as COVID-19 causes an infection in your nose, sinus or upper throat. Transmission occurs when an infected person coughs and sneezes.

what are the symptoms?



Coronaviruses usually cause mild to moderate upper respiratory tract illness

- The most common symptoms of COVID-19 are **fever, tiredness, and dry cough**.
- Some patients may have **aches and pains, nasal congestion, runny nose, sore throat or diarrhea**.
- These symptoms are usually **mild and begin gradually**.
- **Older people**, and those with **underlying medical problems** like high blood pressure, heart problems or diabetes, **are more likely to develop serious illness**.



how does the virus spread?

The Virus spreads from person to person when an infected person coughs or sneezes and tiny droplets land on people nearby – just like colds and flu.

Someone who is actively sick with COVID-19 can spread the illness to others.

That is why the World Health Organisation recommends that these patients be isolated either in the hospital or at home (depending on how sick they are) until they are better and no longer pose a risk of infecting others.

The virus spreads when...



these droplets

get into your
mouth
eyes
nose



and when a person touches another person's hand.

reduce your risk of coronavirus infection

If you see **someone** who is **visibly coughing / sneezing / sick** it is advisable for you to keep your distance – **0.5m to 2m away** should **keep you safe from large droplets.**

In general, it's a **good idea to avoid crowds** because you don't know who may be sick. **People who are infected might not show symptoms but are still infectious.**

When you get home from work, leave your shoes at the door and jump into clean clothes. **Make sure to wash your work clothes thoroughly.**



Frequently clean hands by using alcohol-based hand rub or soap and water

Avoid touching your eyes, nose, and mouth

When coughing and sneezing **cover mouth and nose** with **flexed elbow or tissue** – throw tissue away immediately and wash hands

Avoid close contact with anyone that has fever and cough

Do not shake hands

Thoroughly cook meat and eggs

Maintain **good indoor ventilation**

Avoid sharing food, crockery, utensils and other personal hygiene items

FREQUENTLY WASHING AND DISINFECTING YOUR HANDS IS THE NUMBER ONE WAY TO REDUCE YOUR CHANCE OF INFECTION.

Sometimes a sick person's saliva can get on other things so be sure to always **wash or disinfect your hands after touching public surfaces.**

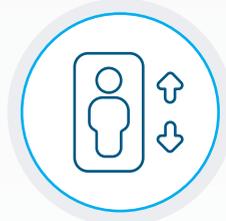
If you touch any public surface be sure to sanitise or wash your hands **for at least 20 seconds** and try to **avoid touching your face** and **rubbing your eyes** as much as you can.



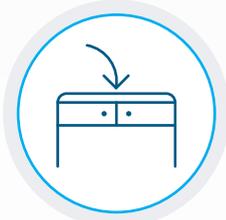
Train straps



Doorknobs



Lift buttons



Counter tops



Digital devices



Utensils



Taxi door handles and seats



Writing tools



Stair banisters

what is the best way to wash your hands?



VIRUSES CAN LAST UP TO 24 HOURS ON OBJECTS

Be sure to wash and disinfect surfaces as much as you can to reduce the risk of spreading the disease.

What to do if you have any of the symptoms or someone you know has the symptoms?

- **Contact your doctor or nearest medical care facility immediately** and follow their advice.
- **If you are tested positive please notify your line manager.**
Your details will be kept confidential.
- **Your line manager will advise you** on what to do with work if you are booked off.
- Please note the **normal sick leave policy will apply.**



If you are travelling out of the country, please be sure to notify your line manager.



If you have any questions or concerns about the Coronavirus please speak to your line manager or HR Representative.

LET'S ALL **PLAY OUR PART** TO KEEP OUR

COMMUNITIES

SAFE