In This Together

How to Protect Yourself & Others from COVID-19

## As the situation surrounding COVID-19 (coronavirus) develops, we want to thank you for your efforts to take care of yourself and one another in order to reduce exposure. Here are some actions you can take to stay healthy and prevent the spread of illness:

# If you are feeling unwell, stay home and rest.

If you develop symptoms (fever, dry cough, shortness of breath), stay home and rest. This will help reduce the risk of exposure for those around you. If your symptoms get worse, call your doctor or get in touch with our telehealth provider.

# Wash your hands often with soap.

Wet your hands and scrub with soap for at least 20 seconds (or about the time it takes to hum “Happy Birthday” twice). Be sure to get between your fingers and under your nails. If soap and water isn’t available, use a hand sanitizer with at least 60% alcohol.

# Cover Coughs and Sneezes Use the “vampire” technique—use the inside of your elbow to cover your mouth and nose.

# Clean high-touch surfaces.

Disinfect phones and tablets using 70% isopropyl alcohol. Wipe down handles, doorknobs and counters.

# Stand away from people when possible.

Avoid shaking hands (try flashing the peace sign or touching elbows instead) and reconsider going to large gatherings or crowded spaces.

# With kids, keep calm – and get the flu shot.

The good news is that cases in children have been rare. That said, this is a good reminder to guard against other illnesses, like the flu. In fact, our medical plans cover 100% of the cost of immunizations. Just remember to visit an in-network provider to receive the full benefit.

# Where to Go with Questions

For questions regarding symptoms, where to go to get care and what your plan covers, call the number on the back of your medical ID card. You may also call the [BENEFIT OR HR CENTER] at [ADD PHONE NUMBER AND/OR WEBSITE HERE].

We also understand that this can be an anxious and stressful time. For help managing stress, turn to our employee assistance program (EAP) at [ENTER CONTACT INFORMATION HERE].

Finally, as the status of the coronavirus pandemic continues to change, we recommend checking the CDC (**www.cdc.gov**) regularly for updates.



## **Taking these steps will not only help keep you and your family safe, it will keep more vulnerable members of our community safe as well.**