

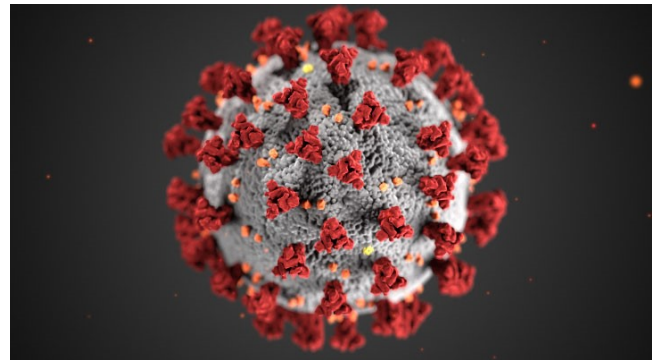


INFORMATION SHARING REPORT March 2, 2020

Coronavirus (COVID-19) Workplace

The World Health Organization offers simple ways to prevent the spread of COVID-19 in the workplace:

- Make sure your workplaces are clean and hygienic surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly Why?



Because contamination on surfaces touched by employees and customers is one of the main ways that COVID-19 spreads

- Promote regular and thorough hand-washing by employees, contractors and customers. Put sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled.
- Display posters promoting hand-washing
- Make sure that staff, contractors and customers have access to places where they can wash their hands with soap and water
- Stay home if you are sick. Supervisors please send employees who are sick home.

The Center for Disease Control offers many resources for Businesses and Employers to Plan and Respond to COVID-19 at https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fguidance-business-response.html.