



**STOP**  
**THE**  
**SPREAD!**





# Keep Our Workplace Safe!

## Practice good hygiene



Stop hand shakes and use **non-contact greeting methods**



Clean hands at the door and schedule **regular hand washing** reminders



**Disinfect surfaces** like doorknobs, tables, and desks regularly



**Avoid touching your face** and cover your coughs and sneezes



**Increase ventilation** by opening windows or adjusting air conditioning

## Limit meetings and non-essential travels

Use **video conferencing** instead of face-to-face meetings

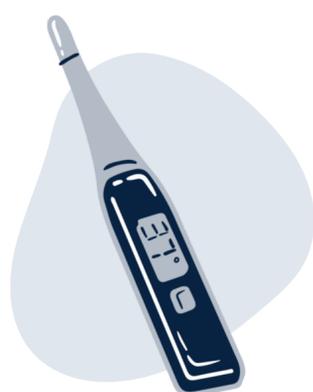
When video calls are not possible, hold your meetings in **well-ventilated rooms and spaces**

**Suspend all non-essential travels** and trips



## Stay home if...

- You are **feeling sick**
- You have a **sick family member** at home



## Take care of your emotional and mental well-being

Outbreaks are a stressful and anxious time for everyone. We're here to support you! Reach out to [hr@reallygreatsite.com](mailto:hr@reallygreatsite.com) anytime.

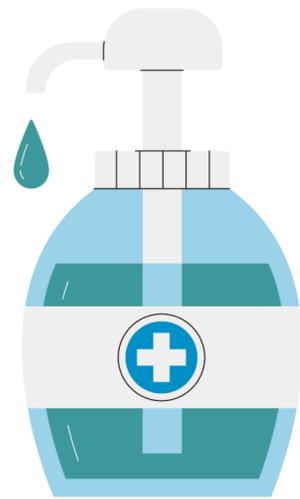
SOURCE: CDC.GOV



# NEW NORMAL CLASS RULES



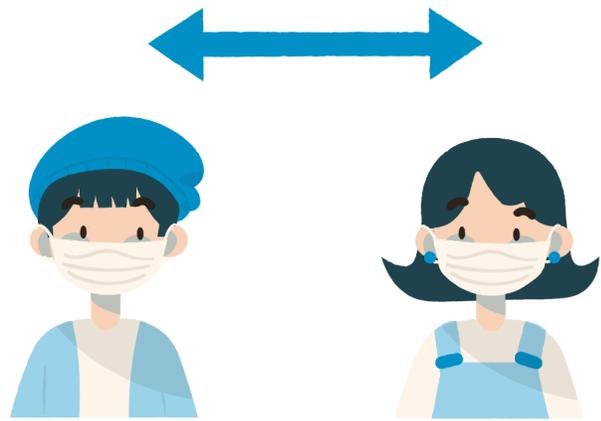
Wear Mask During Class  
and Bring Spare Mask



Sanitize your hand  
frequently



Wash your hand  
with soap  
frequently



Keep your distance  
within 2 meters

**#StopTheSpread**

Proper hygiene stops the spread of the virus.

# Handwashing 101



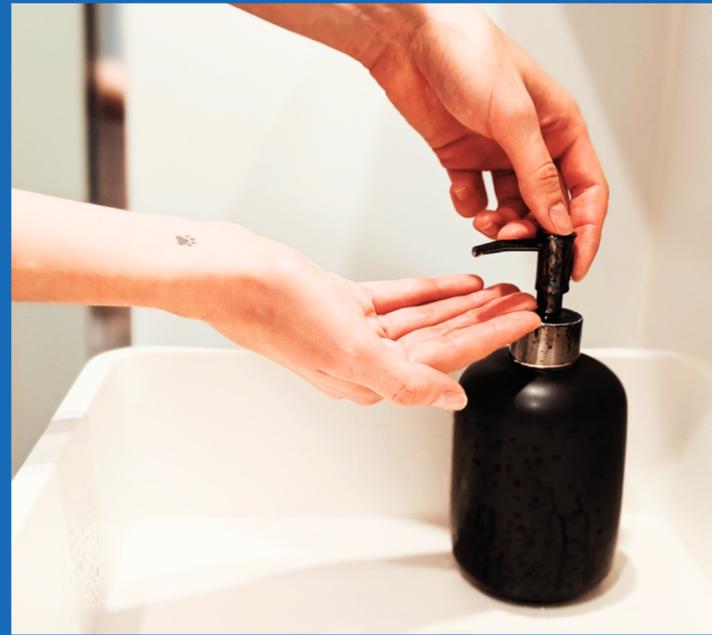
**01**

Wet your hands before applying soap.



**02**

Bring your palms together and rub soap all over the palms and backs of your hands, including between the fingers.



**03**

Wash your hands for at least 20 seconds.



**04**

Wipe your hands with a clean towel or paper towel and avoid rubbing too vigorously.





# KNOW THE COVID-19 SYMPTOMS



The following symptoms may appear 2-14 days after exposure:

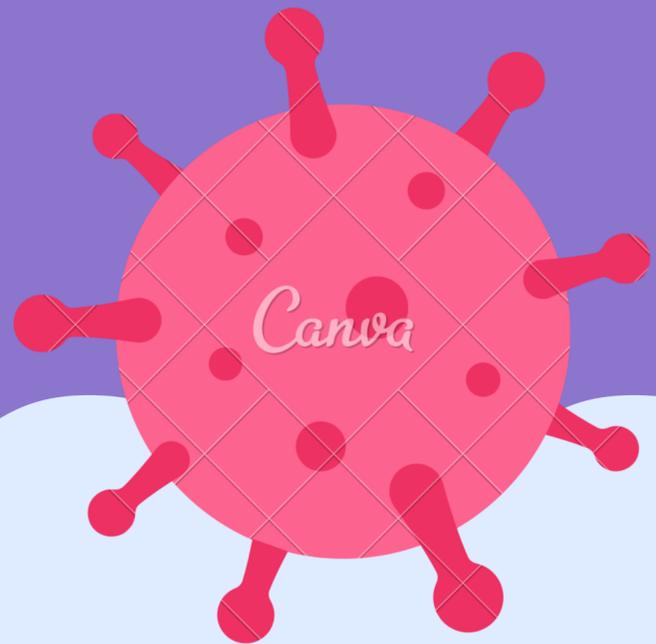
- Fever
- Cough
- Shortness of Breath

Seek medical advice if:

- You develop worsening symptoms
  - You have been in close contact with a person known to have COVID-19
- You live in or have recently been in an on an area with ongoing spread of COVID-19



# Prevent the spread of COVID-19 in 7 STEPS



**01** Wash your hands frequently

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**02** Avoid touching your eyes, nose and mouth

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**03** Cover your cough using the bend of your elbow or a tissue

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**04** Avoid crowded places and close contact with anyone that has fever or cough

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**05** Stay at home if you feel unwell

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**06** If you have a fever, cough and difficulty breathing, seek medical care early — but call first

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**07** Get information from trusted sources

