

The health and safety of our colleagues is our number one priority.

To prevent the spread of respiratory illnesses,
the CDC recommends the following measures:

1. **Wash your hands** often with soap and water for at least 20 seconds.
If soap and water are not available, use an alcohol-based hand sanitizer.
2. **Avoid touching your eyes, nose, and mouth** with unwashed hands.
3. **Avoid close contact** with people who are sick.
4. Fever, cough and difficulty breathing? **Seek medical care** early.
 - a. Symptoms: Acute respiratory illness with a fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
5. **Stay home when you are sick.**
6. **Cover your cough or sneeze** with a tissue, throw the tissue in the trash.
7. **Clean and disinfect** frequently touched objects and surfaces.

Additional Guidelines:

If you are experiencing a fever or other flu-like symptoms, please stay home and notify your line manager or the People department.

If you have recently traveled internationally or were directly in contact with an individual infected by COVID-19, contact the People department immediately.

Thank you for helping to maintain a safe and healthy environment for all of our teams.