

## **Attention: Sizemore Employees**

Sizemore, Inc., continues to monitor the Coronavirus (COVID-19) outbreak spreading across the country and in any city where Sizemore operates. We want to provide our employees and families with updates as they are known.

According to the Centers for Disease Control and Prevention (CDC) website, **“the immediate health and exposure risk from COVID-19 continues to remain low at this time”**. Public health officials acknowledge that the situation could change and, they fully expect that we will see more cases in the United States. Because our employees’ health and safety are important at Sizemore, we want to share some basic information with you about this novel coronavirus (COVID-19) and the steps we are taking to prepare.

### **What is COVID-19?**

COVID-19 is a novel coronavirus which impacts the respiratory system and is spread person-to-person through close contact with individuals (e.g., carriers) who have been exposed to or who are ill with COVID-19. Like other viruses, COVID-19 may be spread by an infected person touching a surface or object (e.g., common touch points such as door handles, hand-rails, counters, table tops, etc.) then, another person comes in contact with the contaminated surface, then touches his/her mouth, nose or possibly, eyes.

The symptoms of COVID-19 in people are often very similar to that of seasonal influenza, except that COVID-19 symptoms can result in much higher fever levels with potentially serious and rapid effects upon the respiratory system (e.g., shortness of breath, difficulty breathing, respiratory distress). Elderly individuals who have underlying health issues or persons who otherwise have compromised immune systems are thought to be the most vulnerable.

### **What can you do to keep yourself and your family healthy?**

**We need your help to prevent the spread of illness in our workplaces – not just COVID-19, but also influenza (the flu) or any other communicable illness. Here are some everyday actions that you and your family can take to stay healthy.**

Good common sense and the use of universal precautions are the best measures to minimize the spread of viruses. Universal precautions are an approach to infection control by minimizing contact with potentially exposed or ill persons and by treating all human body fluids as if they were known sources of contamination or infection. Some best practices for universal precautions are:

- **Hand Hygiene (basic hand washing & sanitizing practices)** – Wash your hands frequently and often with soap and warm water for at least 20-seconds, especially before eating, after going to the bathroom, after blowing your nose, and coughing or sneezing. If hand washing facilities are not readily available, use alcohol-based hand sanitizer (containing at least 60% alcohol).

**Avoid touching your mouth, nose, or eyes** – Germs and viruses spread this way! DO NOT share personal items such as cups, glasses, utensils, towels, etc.

**Cough & sneezing etiquette** – Cover your cough and capture your sneeze! Cough into your elbow or cover with a tissue. Capture your sneezes in a tissue then dispose of properly. In other words, **keep germs off your hands. Wash your hands frequently.**

**Clean and disinfect objects and surfaces frequently (e.g., common touch points)** **NEVER mix chemicals** – *When using chemical products, always follow manufacturers' safety and use instructions.* At home: Use consumer grade antiviral disinfectant sprays, wipes, etc., that contains a labeling statement... "*disinfects, sanitizes or kills human coronavirus*". The 99.9% effective product is good, *but 99.99% is better.* Keep out of reach and away from children. Store and dispose of properly. At work: Follow established cleaning and disinfecting protocols.

**Social Distancing** – Avoid hand shaking. Maintain a reasonable distance between yourself and co-workers. 6-feet of separation "space" is recommended which is approximately two arm lengths. Avoid crowded places and avoid or limit public places and/or social gatherings. Minimize travel, especially when using public transit or commercial transportation sources. Stay informed -- avoid areas with confirmed illnesses or community spread and try to avoid direct contact with ill/sick people.

**Proper use of Personal Protective Equipment (PPE)** – where necessary or required, appropriate PPE should be selected and properly used. PPE may include a variety of items such as aprons, gloves, safety glasses, face shields, respiratory protection, etc., designed as a barrier to protect individuals from sources of contamination and/or exposure. Whenever PPE is used, workers must be trained in PPE limitations, care, proper use and disposal.

Last, but certainly not least, **if you are ill or sick – stay home**, isolate yourself and self-quarantine. Do not bring an illness into the workplace. If symptomatic, check with your doctor or professional health care provider.

**Stay informed** - To learn more about the novel coronavirus (COVID-19) and to keep up with the latest developments, visit the Centers for Disease Control and Prevention website: [www.cdc.gov](http://www.cdc.gov) and refer to [About Coronavirus Disease 2019](#) and [CDC's Frequently Asked Questions and Answers](#) and [CDC Handwashing](#).

**Employees who have questions or concerns regarding this information, or any other issue should speak with their immediate Sizemore, Inc., Supervisor or Division / Account Manager.**