

SEVENZA

Global Services

We do care

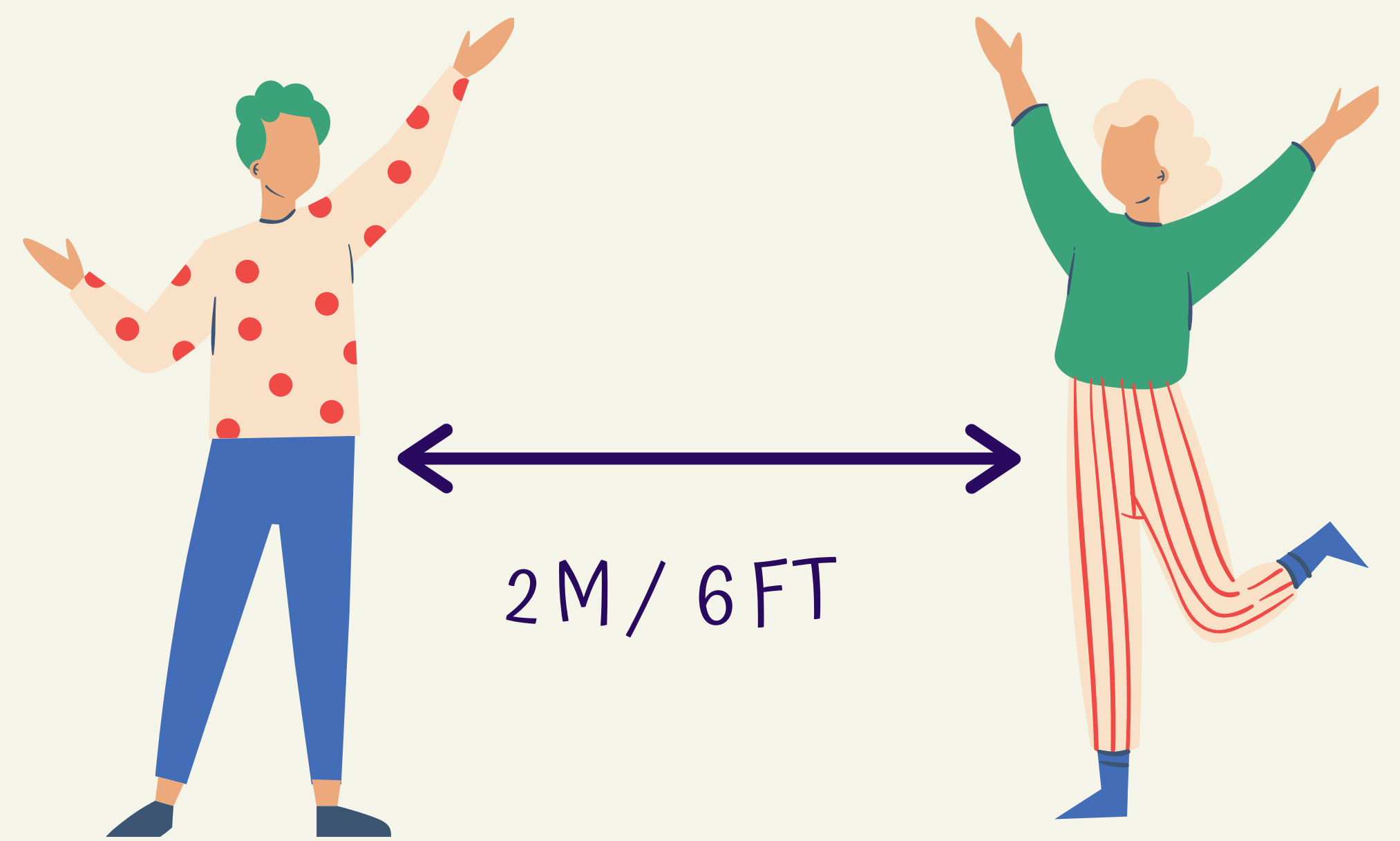


STOP THE SPREAD



WASH YOUR HANDS FREQUENTLY

Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.



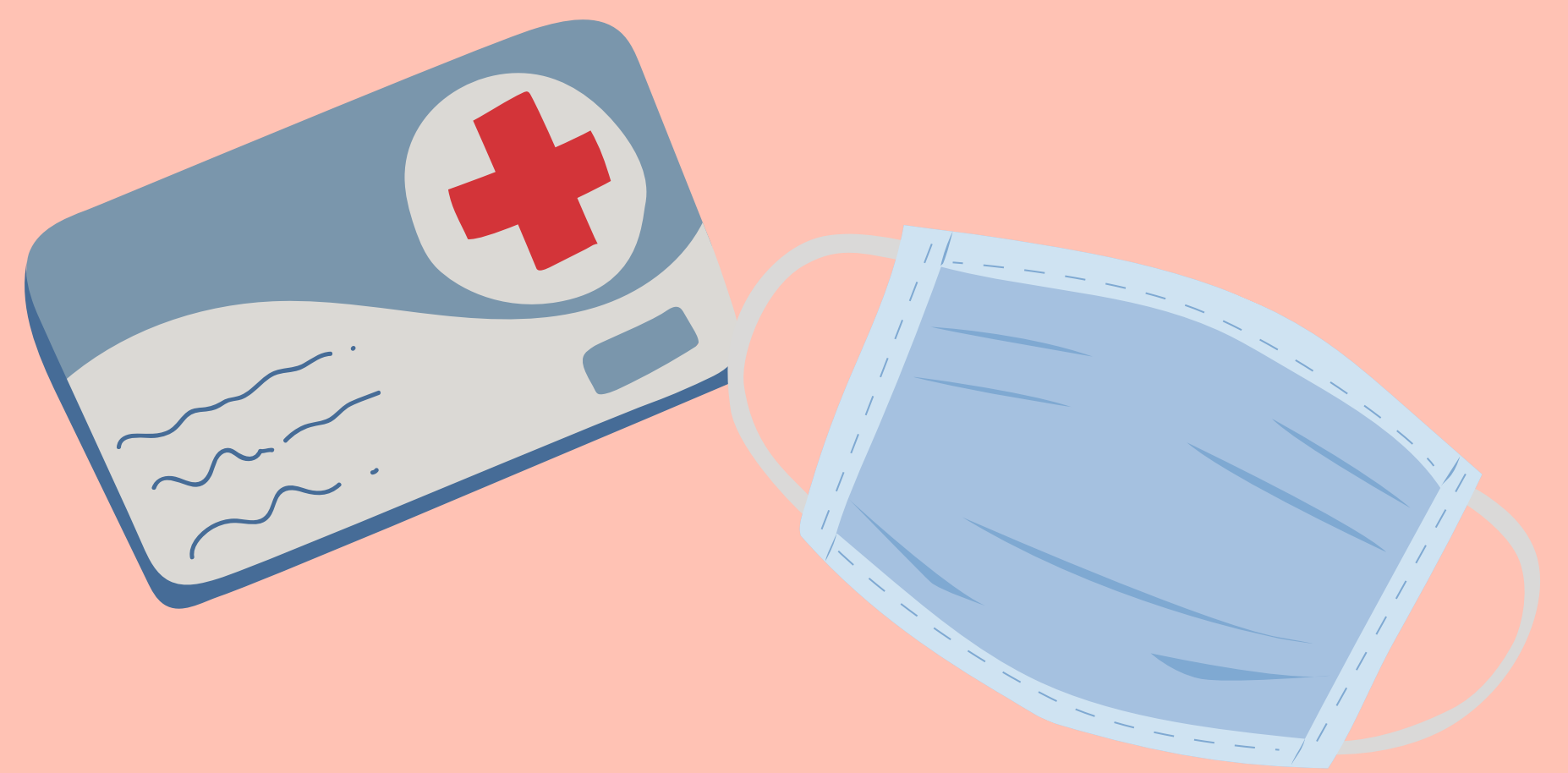
MAINTAIN PHYSICAL DISTANCING

Maintain at least 2 meters (6 feet) distance between yourself and anyone who is coughing or sneezing.



AVOID TOUCHING EYES, NOSE AND MOUTH

Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.



IF YOU HAVE A FEVER, COUGH AND DIFFICULTY BREATHING, SEEK MEDICAL CARE EARLY

Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance.

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Source: World Health Organization

Prevent the spread of COVID-19 in 7 STEPS

- 01 Wash your hands frequently
- 02 Avoid touching your eyes, nose and mouth
- 03 Cover your cough using the bend of your elbow or a tissue
- 04 Avoid crowded places and close contact with anyone that has fever or cough
- 05 Stay at home if you feel unwell
- 06 If you have a fever, cough and difficulty breathing, seek medical care early — but call first
- 07 Get information from trusted sources



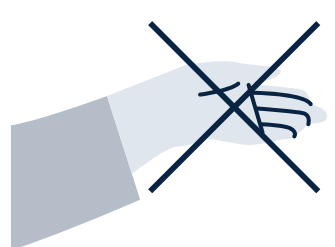
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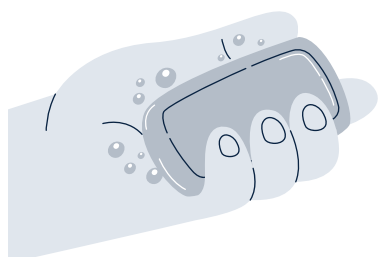
SOURCE: WORLD HEALTH ORGANIZATION

Keep Our Workplace Safe!

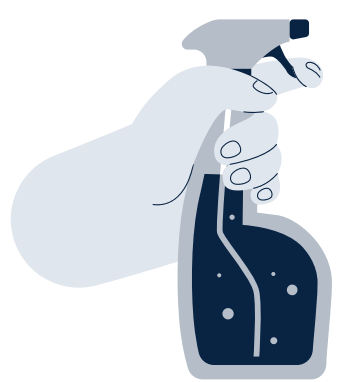
Practice good hygiene



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

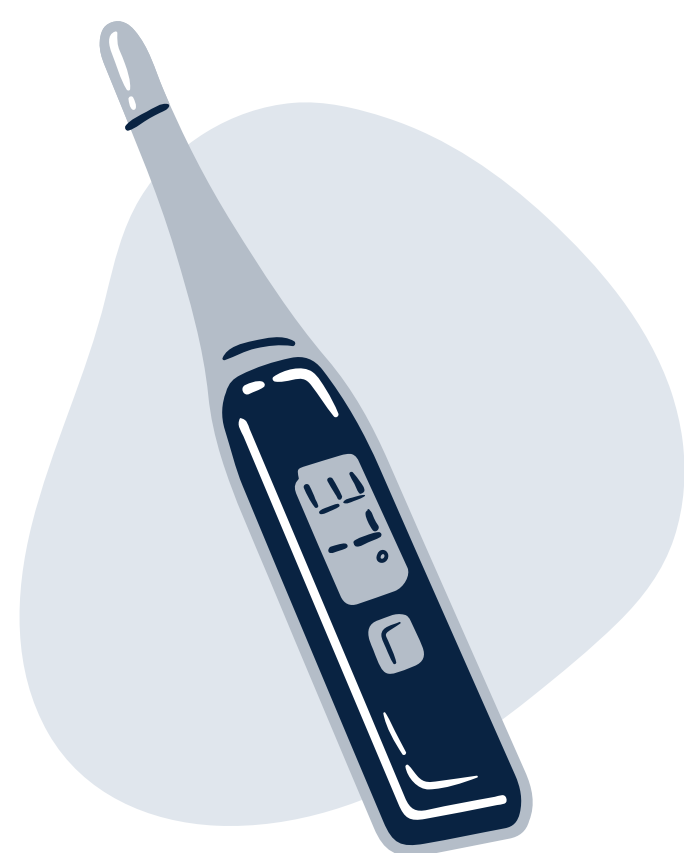
When video calls are not possible, hold your meetings in **well-ventilated rooms and spaces**

Suspend all non-essential travels and trips



Stay home if...

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



SOURCE: CDC.GOV



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 anytime.

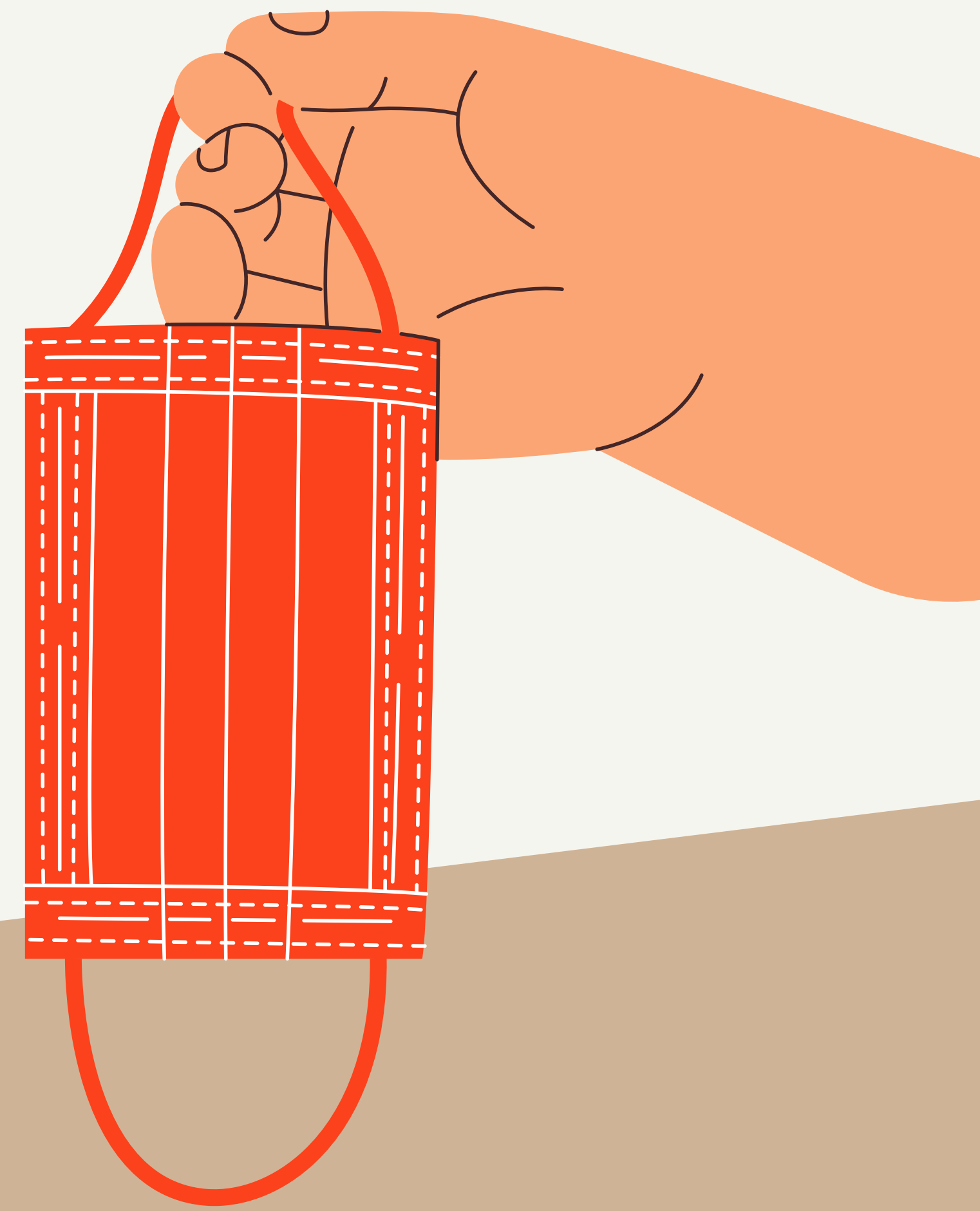
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#StopTheSpread

How to use a mask?

Source: World Health Organization



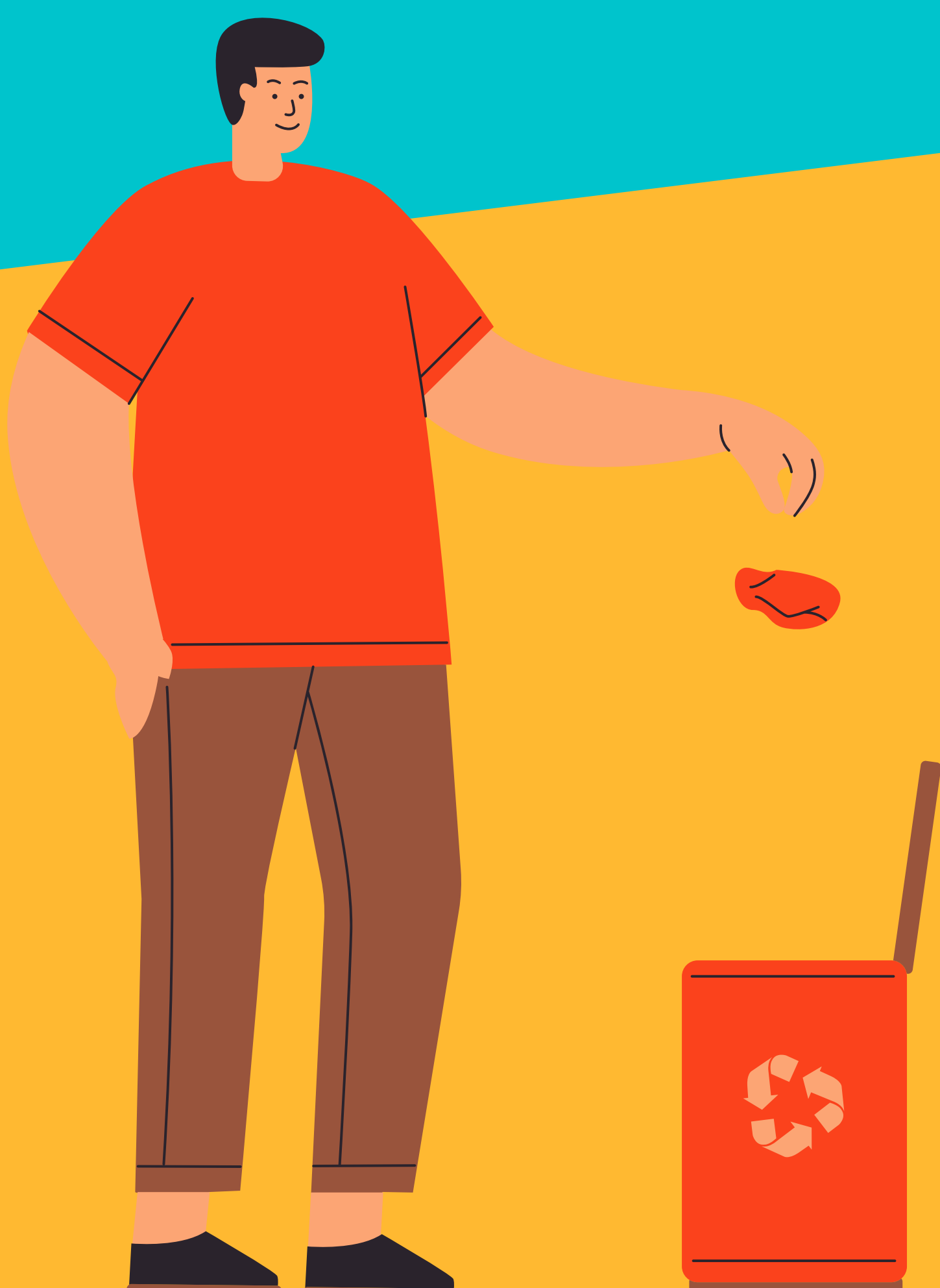
Before Putting on a Mask:

Clean hands with **alcohol-based hand rub** or **soap and water**.



While Wearing a Mask:

1. **Cover your mouth and nose.** Make sure there are no gaps between your face and the mask.
2. **Avoid touching the mask.** If you do, clean your hands with alcohol-based hand rub or soap and water.
3. Replace the mask with a new one as soon as it is damp. **Do not re-use single-use masks.**



To dispose of the mask:

1. Remove the mask from behind using the strings. **Do not touch the front of mask.**
2. Discard the mask **immediately** in a closed bin.
3. **Clean hands** with **alcohol-based hand rub** or **soap and water**.

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Procedures for Self-Quarantine under Covid-19

Self-quarantine is recommended for individuals who have been directly exposed to the new Coronavirus or have history of travel in infected or heavily populated areas.

Stay at home.

Limit all your non-essential travels.

Unless you're going out for food, medicines or other essentials.



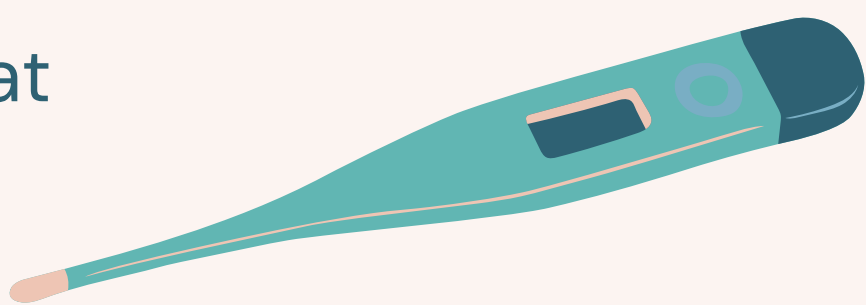
Wash your hands.

Practice good hand hygiene by washing your hands with soap and water or using alcohol or hand sanitizer.



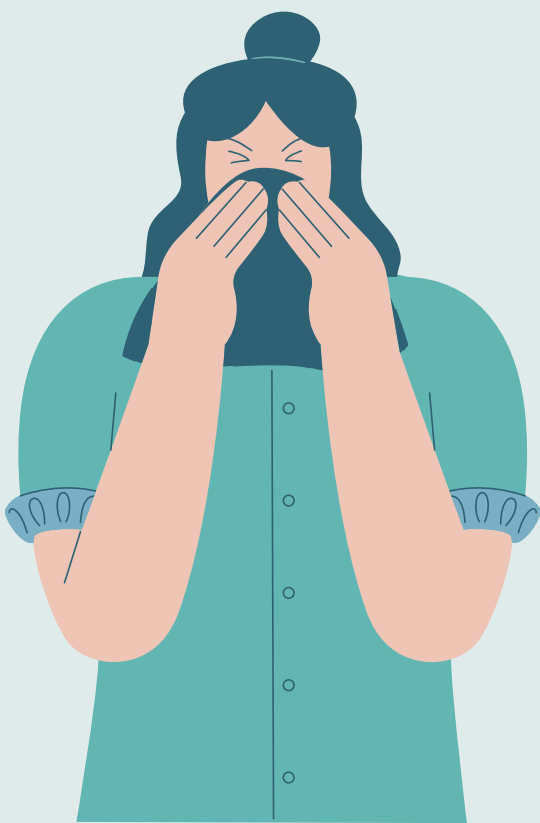
Check your temperature.

Check your temperature at least two times a day.



Watch for other symptoms.

Aside from fever, Covid-19 symptoms include cough, difficulty breathing, and fatigue.



Stay in a specific room.

If you're sick or suspect yourself to be sick, it's best to stay in a designated room or area away from others.

If possible, have a designated toilet and bathroom as well.



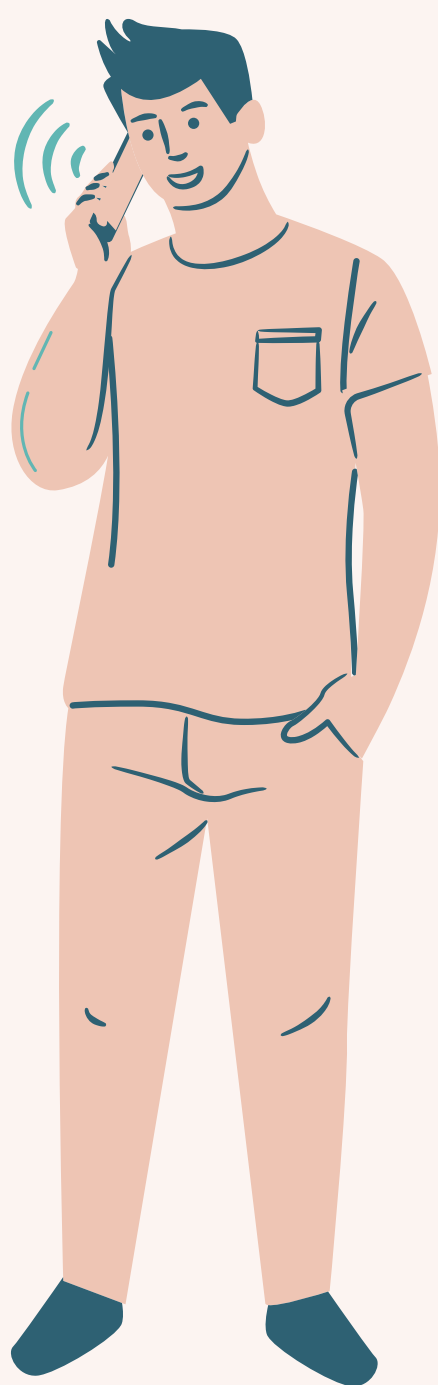
Practice social distancing.

If you need to go out, maintain at least 2 meters (6 feet) distance from others.



Call your doctor or hospital before visiting.

If you need to seek medical attention whether for viral symptoms or other medical care reasons, contact your doctor or hospital ahead of time so they can prepare and take precautions for your arrival.





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 area with ongoing spread of COVID-19

