There is currently no vaccine to prevent COVID-19, so the best way to prevent illness is to avoid being exposed. The virus is thought to spread mainly from person-to-person by close personal contact (about 6 feet), through respiratory droplets produced when an infected person coughs or sneezes.

**PERSONAL HYGIENE**
- Wash your hands often especially after being in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not available, use hand sanitizer.

**SOCIAL DISTANCING**
- Avoid contact with people who are sick. Put distance between yourself and other people (at least 6 feet). This is especially important for people who are at higher risk of getting very sick.

**PROTECT OTHERS**
- Stay home if you're sick. Cover coughs and sneezes with a tissue when you cough or sneeze, or use the inside of your elbow. Clean and disinfect frequently touched surfaces at least daily.

**IF YOU THINK YOU ARE SICK**
- If you need medical care, call your doctor or emergency department, and tell them you have or may have COVID-19. This will help protect staff and patients. Wear a face mask before being near other people or entering a healthcare facility.

**TIPS FOR EFFECTIVE TELEWORK**
- The COVID-19 pandemic has quickly changed the way the modern workforce operates. 1901 Group is purpose-built to provide effective and secure remote support to our customers, and our delivery model insulates us from factors that would otherwise inhibit the ability to provide seamless, effective, and efficient support in times of crisis.
- We recommend the following tips to stay productive, reduce down-time, minimize distractions, and maintain wellness during these trying times.