



# COVID-19

## BEST PRACTICES GUIDE

to workforce safety and wellbeing

**Coronavirus Disease 2019 (COVID-19)** is an infectious disease caused by Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2). The disease was first identified in 2019 in Wuhan, the capital of Hubei China, and has since spread globally, resulting in the 2019–20 coronavirus pandemic.

### HOW TO PROTECT YOURSELF

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. Avoid touching your face.



#### 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 are sick with COVID-19 or think you might have it, follow the steps below to help protect other people in your home and community.



#### STAY HOME

**Stay home except to get medical care.** Most mildly ill cases are able to recover at home. Do not visit public areas. Monitor your symptoms closely and communicate with your doctor, get care under their orders or if you feel there is in an emergency.



#### HOME ISOLATION

**Stay away from others**, even in your own home. You should stay in a specific "sick room" and away from others. Use a separate bathroom if available. Do not share household items.



#### CALL BEFORE LEAVING

**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.



#### TEST EQUIPMENT AND TOOLS

Make sure your internet is reliable and that your equipment, software, and tools work remotely. Test all necessary systems and tools before it is too late. Practice established security protocol.



#### COMMUNICATION IS KEY

Meet with your team daily and stay in contact with available tools such as Teams, WebEx, Slack, FaceTime, and telephone. There's no excuse to avoid this step. Inform those you work with regularly when you will be unavailable.



#### PLANNING

With less personal interaction with your team, extra effort to stay on task and projects is probably necessary.



#### OFFICE FENG SHUI

Your workspace should be organized and conducive to the type of work you do. Don't work from bed or in front of your giant TV (too often).



#### TAKE BREAKS

In an office environment we're used to getting up and walking to speak with coworkers, grab food & drink, or to get your steps in. Do the same at home.