

EMPLOYEE HEALTH ALERT

STAY HEALTHY AND AWARE

The novel coronavirus (COVID-19) is continuing to spread quickly across the states. **We want you to stay safe and well during this time.**

The Center for Disease Control (CDC) has released a list of tips for people who are considered higher risk for serious illness from COVID-19. These tips are:



- Take everyday precautions to keep at least 6 feet of space between yourself and others.
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. Avoid crowds, cruise travel and non-essential air travel as much as possible.
- Remember anyone can be a potential carrier - some people without symptoms are still able to spread virus.
- Clean AND disinfect frequently touched surfaces daily.

- Cover your mouth and nose with a cloth face cover when around others - You could spread COVID-19 to others even if you do not feel sick.
- Monitor your health daily - watch for fever, cough, shortness of breath, or other symptoms of COVID-19.

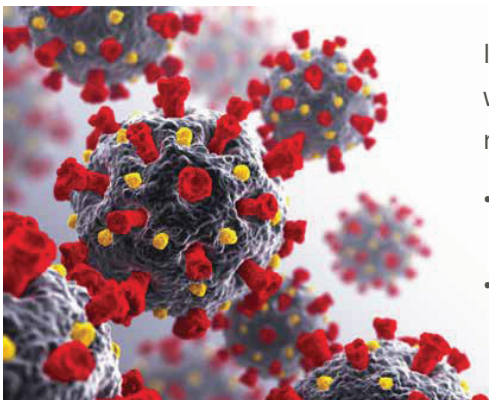
Some people may be at a higher risk of getting very sick from this illness, including

- Older adults, especially those aged 60 and older
- People who have serious chronic medical conditions like: Heart disease, Diabetes and Lung disease

As identified by the CDC, we invite employees who have been identified as high risk (as well as all employees) to connect with Management if they have concerns with the working conditions.

IT IS IMPORTANT FOR ALL OF US TO TAKE ACTIONS TO REDUCE RISK:

- ▶ Wear a mask or face covering around other people and avoid touching your eyes, nose and mouth.
- ▶ Wash your hands often with warm water and soap or use hand sanitizer.
- ▶ Clean and disinfect objects that you regularly use, like your phone, keys and badge.
- ▶ Keep at least 6-feet between you and others, especially anyone that is exhibiting symptoms.
- ▶ Use proper PPE and after removing PPE, dispose of it properly and immediately wash your hands.
- ▶ If you experience any symptoms, self-quarantine and consult with a medical professional as soon as possible. Also, please promptly alert Flagship human resources.



If you experience any COVID-19 symptoms or are exposed to someone with COVID-19, you need to contact your manager and Flagship human resources so you can self-quarantine for your health and safety.

- You may use any accrued sick and/or personal time off to self-quarantine.
- You may also want to look at your state's or federal benefits, like disability, if your self-quarantine time is extended.

Your health is important to us and we want you to stay safe during this outbreak. If you have any concerns, please contact your HR representative with specific questions.

FlagShip™