

Coronavirus Notification

Novel Coronavirus (Covid-19) is a highly contagious disease.

To limit the spread of Covid-19 in this office, **the following is REQUIRED OF EVERYONE**:

DO NOT ENTER THIS OFFICE if you have **Any** of the following:

- **Fever** (temperature of 100°F / 38°C, or greater), **or**
- **Cough**, **or**
- **Shortness of Breath**

If you have any of these symptoms, **PLEASE STAY HOME** until you are free of fever, &/or other symptoms, for at least 24 hours (without use of symptom-altering medication).

- Please do not bring CHILDREN, or personal guests, into this office.
- **IF YOU RECENTLY CAME FROM OVERSEAS**, please contact the Outbreak Point Persons.
- **IF ANYONE AT HOME IS ILL WITH Covid-19 SYMPTOMS**, contact the Outbreak Point Persons.
- **IF YOU FEEL ILL AT WORK**, please contact the Outbreak Point Persons before leaving work.

Outbreak Point(s) Eric Starbuck: estarbuck@savechildren.org & Kathryn Bolles: KBolles@savechildren.org & Jeanne Koepsell: jkoepsell@savechildren.org

(March 2020 draft for local adaptation, based on <https://www.cdc.gov/coronavirus/2019-ncov/guidance-business-response.html> These criteria may need to be revised, based on nature of the outbreak.)

Please Keep Your Distance

- **Stay at least 6 feet (2 meters) away from me.**
- **Cough / sneeze into a tissue or into your elbow.**
- **Call me at, instead of talking here.**
- **Or send me an e-mail at:**

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(March 2020 draft for local adaptation)

Coronavirus Hygiene: Protect Yourself

- **WASH YOUR HANDS OFTEN** with soap & warm water, or with an alcohol-based hand sanitizer.
- **Keep your hands away from your mouth, nose, & eyes.**
- **Avoid contact with people who have Coronavirus symptoms.**
- **Avoid crowds**, when possible.

Coronavirus Hygiene: Protect Others

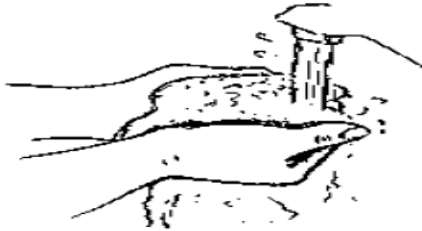
- **IF YOU HAVE Coronavirus SYMPTOMS, STAY HOME** until you're free of fever/other symptoms for 24 hours (without medication).
- **Cough or sneeze into a tissue or into your elbow.**

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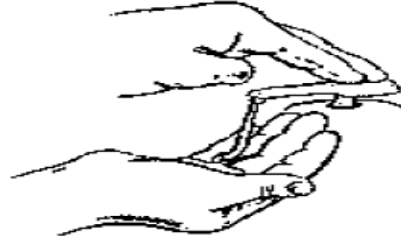
(March 2020 draft for local adaptation, from gov. of New Zealand pandemic flu planning guide)

Hand Hygiene with Soap and Water

**1. Remove jewelry.
Wet hands with warm
water**



2. Add soap to palms



**3. Rub hands
together to create a
lather**



**4. Cover all surfaces of
the hands and fingers**



**5. Clean knuckles,
back of hands and
fingers**



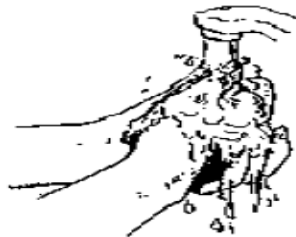
**6. Clean the space
between the thumb
and index finger**



**7. Work the finger tips
into the palms to
clean under the nails**



**8. Rinse well under
warm running water**



**9. Dry with a single-
use towel and then
use towel to turn off
the tap**



Minimum wash time 10-20 seconds.

(February 2020 draft for local adaptation, from gov. of New Zealand pandemic flu planning guide)

Hand Hygiene with Alcohol-based Hand Sanitizer

1. Remove jewelry. Apply enough product to open palms.**



2. Rub hands together palms to palms



3. Rub in between and around fingers



4. Cover all surfaces of the hands and fingers



5. Rub backs of hands and fingers. Rub each thumb.



6. Rub fingertips of each hand in opposite palm



7. Keep rubbing until hands are dry.

****The volume required to be effective varies from product to product. Enough product to keep hands moist for 15 seconds should be applied.**

Do not use these products with water. Do not use paper towels to dry hands.

Note: Wash hands with soap and water if hands are visibly dirty or contaminated with blood or other body fluids. Certain manufacturers recommend washing hands with soap and water after 5-10 applications of gel.

(February 2020 draft for local adaptation, from gov. of New Zealand pandemic flu planning guide)

Coronavirus Notification

Novel Coronavirus is a highly contagious disease.

This work space may be contaminated.

Please Keep Out !

Do Not Enter this Work Space Until:

Outbreak Point(s) Eric Starbuck: estarbuck@savechildren.org & Kathryn Bolles: KBolles@savechildren.org & Jeanne Koepsell: jkoepsell@savechildren.org

(After a staff member who may be ill with Covid-19 has departed from the office, or after an employee has called in sick because of possible Covid-19, this notice may be posted outside the employee's office or cubicle, & the work space locked or sealed off (as soon as possible, without entering or cleaning the area) for a duration of at least 48 hours after the employee was last in the work space, if it is feasible to do so for the concerned work space. March 2020 draft for local adaptation.)

Coronavirus Guidance: Social Distancing to Limit Transmission in the Workplace

1. If possible, **work from home**, or work variable hours to avoid crowding at the workplace.
 2. **Maintain a distance** of at least 2 meters (6 feet) between persons whenever practical.
 3. **Avoid shaking hands** or hugging.
 4. **Avoid crowded places** & gatherings of people.
 5. **Do not congregate** in areas where people socialize. Do what needs to be done & then leave the area.
 6. Cancel or **postpone non-essential meetings**, workshops, etc.
 7. **Avoid meeting people face to face** – use the telephone & the internet to conduct business – even when participants are in the same building.
 8. If a face-to-face meeting with people is unavoidable, minimize the meeting time, choose a large meeting room, & sit at least 2 meters (6 feet) away from each other if possible.
 9. Consider holding meetings in the open air.
 10. **Avoid public transport**: walk, cycle, drive a car, or go early or late to avoid rush hour crowding on public transport.
 11. Bring lunch & eat at your desk or away from others.
 12. Stagger lunchtimes to reduce people in the lunch room.
 13. **Avoid all unnecessary travel**.
 14. **Avoid contact with ill people** whenever practicable.
- *Even after taking these precautions, some Covid-19 transmission is still likely in the workplace, because the virus may be spread by infected people before their symptoms appear & by those with mild symptoms.*

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(March 2020 revised draft for local adaptation, based on gov. of New Zealand pan flu guide.)