



Dear Staff

Due to the current health concerns regarding COVID-19 we'd like to take some time to focus on the best ways you can help prevent the spread both here in the workplace and at home.

It is estimated that Coronavirus currently has an infection rate much higher than the common flu and threatens the health of not just the elderly and those who are immunocompromised, but the young and fit too. We're taking this very seriously here at **Company name** and as such we'd like to request that all employees act in accordance with the following procedures to ensure we are taking all steps possible to prevent infection and help flatten the curve.

- Workspace hygiene
 - Please ensure surfaces and workspaces are regularly cleaned with disinfectant, this includes items such as telephones, keyboards, etc.
 - COVID-19 can rest on some surfaces for up to [72 hours](#) depending on the material. Regular cleaning can help prevent one of the largest spreaders of COVID-19.
- Regular and thorough handwashing
 - Please continue to regularly wash your hands with water and soap.
 - [Alcohol-based hand sanitizers](#) with greater than 60% ethanol or 70% isopropanol are also effective.
 - To learn more about optimal hand washing, please visit [WHO](#).
 - Hand washing kills the germs that may be carried from surface to surface and can greatly help reduce infections.
- Avoid touching your face
 - It may be hard to resist your muscle memory, but placing your hands on your face can lead to germs spreading to your eyes, nose, and mouth.
- Properly cover your mouth and nose when coughing or sneezing
 - [Ideally into a tissue, which can then be disposed of cleanly.](#)
 - If a tissue is not available, cough or sneeze into the corner of your bent elbow to reduce spread.
- If you are feeling any symptoms then please avoid contact with other individuals

- If you begin to feel symptoms such as a mild-cough, a high fever, or other flu-like symptoms then it's important that you stay home to not risk infecting others.

You can find more resources [here](#). Please also ensure you're following WHO guidelines on how to [prepare the workplace](#) in the event of infection in our community.

We greatly appreciate your understanding during this unprecedented challenge, thank you for your patience and effort to help prevent further infections.