

Company Name

COVID-19 Safety Meeting

Coronavirus Disease 2019 (COVID-19) Awareness

As the number of infected people increases throughout the U.S. and world, it is important for us to prepare our company for changes in the way work is normally performed.

Background: Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread to many countries throughout the world, including the U.S.

Established as a pandemic, it already is affecting all aspects of daily life, including travel, trade, tourism, food supplies and financial markets.

To reduce the effects of the COVID-19 outbreak on businesses, workers, customers, and the public, it is important to plan for how COVID-19 can affect our business, employees, and contractors.

What Are the Symptoms of COVID-19?

The symptoms for COVID-19 typically appear 2-14 days after exposure and include:

- Fever
- Cough
- Shortness of breath/difficulty breathing
- Chills/Repeated shaking with chills
- Sore throat
- Headache
- New loss of taste or smell
- Muscle pain

How Does COVID-19 Spread?

The spread of COVID-19 typically is person to person. A few common ways include:

- Coughing
- Contact with infected person
- Sneezing
- Contact with the virus on a surface
(The virus can last up to three days on a surface.)

Who is at Risk?

Everyone is at risk of contracting the COVID-19 virus; symptoms range from mild to severe. There are some groups that may be at higher risk of complications, including:

- Pregnant women
- Elderly
- Children and adults with asthma, diabetes, compromised immune systems, heart disease or kidney disease

How Can I Protect Myself and Others?

Practice good hygiene and maintain six feet of social distancing:

- Wash your hands frequently for *at least 20 seconds*.
- If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Maintain at least 6 feet of physical distancing from persons out of your immediate household.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cough or sneeze into your elbow or cover with a tissue and discard them in the trash.
- Do not share tools/equipment unless sanitizing procedures are used.
- Disinfect and clean frequently touched surfaces and objects or work areas.
- Do not share eating utensils or beverage containers with anyone.

Additional Instructions:

Date: _____

Instructor: _____

Instructor will document all attendees:

_____	_____
_____	_____
_____	_____
_____	_____