

## **Guidance on Prevention**

Per the Center for Disease Control (CDC), the Coronavirus is primarily transmitted person-to-person. Symptoms, which may appear two to 14 days after exposure, can include: fever, shortness of breath and coughing. Many people who contract the virus may only have mild symptoms. The CDC recommends the following actions to help prevent the spread of the virus:

### **All employees should:**

- Avoid close contact with people who are sick
- Stay home if you are sick, except to get medical care. If you have symptoms, wear a mask when leaving your home
- Those who are sick should stay home until 24-48 hours after the fever has cleared
- Cover your cough or sneeze with a tissue, and throw the tissue away
- Avoid touching your eyes, nose and mouth
- Clean and disinfect frequently touched objects and surfaces, such as bathrooms, workstations and doorknobs
- Wash your hands often with warm water and soap for at least 20 seconds, and regularly use hand sanitizer

### **Supervisors should:**

- Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at workplace areas where they are likely to be seen. Reiterate importance during staff meetings
- Immediately separate employees who become sick while at work and send home. If available, provide a facemask
- Place hand sanitizer in multiple locations throughout the venue and share a map of all locations
- Establish a timeline for sanitizing commonly used surfaces (eg: doorknobs, escalators, elevator buttons, etc), with high frequency during events and several times a day during non-events
- Provide disposable wipes so that commonly used surfaces (eg: keyboards, desks) can be wiped down by employees before each use
- Talk with companies that provide contract or temporary employees about the importance of sick employees staying home
- Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider

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