

COVID-19 is an infectious disease caused by severe acute respiratory syndrome. Those affected may develop a fever, dry cough, fatigue and shortness of breath. Cases can progress to pneumonia and multi organ failure. The infection is spread from one person to others via respiratory droplets produced from the airways, often during coughing or sneezing. Time from exposure to onset of symptoms is generally between 2 and 14 days.

As COVID-19 is spreading across the world rapidly, it is our endeavour to create awareness among our employees for their safety and well being. The following information on protecting yourself, travel safety and handling stress from World Health Organization (WHO) is very useful to keep us safe. Addition to the WHO recommendations, it is also required to follow the respective country advises / guidelines released by the Governments on this epidemic.

BE SAFE

PROTECTING YOURSELF

Protect others from getting sick

When coughing and sneezing
cover mouth and nose with
flexed elbow or tissue



 **Throw tissue into closed bin**
immediately after use

Clean hands with alcohol-based
hand rub or soap and water
after coughing or sneezing and
when caring for the sick



Protect yourself and others from getting sick

Wash your hands

- after coughing or sneezing
- when caring for the sick
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after handling animals or animal waste



Wash your hands

Wash your hands with soap and running water when hands are visibly dirty



If your hands are not visibly dirty, frequently clean them by using alcohol-based hand rub or soap and water




Protect others from getting sick

Avoid close contact when you are experiencing cough and fever



Avoid spitting in public



If you have fever, cough and difficulty breathing seek medical care early and share previous travel history with your health care provider




TRAVEL SAFETY

STAY HEALTHY WHILE TRAVELLING

Avoid travel if you have a fever and cough



If you have a fever, cough and difficulty breathing seek medical care early and share previous travel history with your health care provider




STAY HEALTHY WHILE TRAVELLING

Avoid close contact with people suffering from a fever and cough



Frequently clean hands by using alcohol-based hand rub or soap and water



Avoid touching eyes, nose or mouth




STAY HEALTHY WHILE TRAVELLING

Eat only well-cooked food 

 **Avoid spitting in public**

Avoid close contact and travel with animals that are sick 

 World Health Organization

STAY HEALTHY WHILE TRAVELLING

When coughing and sneezing cover mouth and nose with flexed elbow or tissue – throw tissue away immediately and wash hands 

 **If you choose to wear a face mask, be sure to cover mouth and nose - avoid touching mask once it's on**

Immediately discard single-use mask after each use and wash hands after removing masks

 World Health Organization













STAY HEALTHY WHILE TRAVELLING

If you become sick while travelling, inform crew and seek medical care early 

If you seek medical attention, share travel history with your health care provider 

 World Health Organization

COPING WITH STRESS

 World Health Organization	Coping with stress during the 2019-nCoV outbreak	 World Health Organization	Helping children cope with stress during the 2019-nCoV outbreak
	 <p>It is normal to feel sad, stressed, confused, scared or angry during a crisis. Talking to people you trust can help. Contact your friends and family.</p>		 <p>Children may respond to stress in different ways such as being more clingy, anxious, withdrawing, angry or agitated, bedwetting etc. Respond to your child's reactions in a supportive way, listen to their concerns and give them extra love and attention.</p>
	<p>If you must stay at home, maintain a healthy lifestyle - including proper diet, sleep, exercise and social contacts with loved ones at home and by email and phone with other family and friends.</p> 		<p>Children need adults' love and attention during difficult times. Give them extra time and attention. Remember to listen to your children, speak kindly and reassure them. If possible, make opportunities for the child to play and relax.</p> 
	 <p>Don't use smoking, alcohol or other drugs to deal with your emotions. If you feel overwhelmed, talk to a health worker or counsellor. Have a plan, where to go to and how to seek help for physical and mental health needs if required.</p>		 <p>Try and keep children close to their parents and family and avoid separating children and their caregivers to the extent possible. If separation occurs (e.g. hospitalization) ensure regular contact (e.g. via phone) and re-assurance.</p>
	<p>Get the facts. Gather information that will help you accurately determine your risk so that you can take reasonable precautions. Find a credible source you can trust such as WHO website or, a local or state public health agency.</p> 		<p>Keep to regular routines and schedules as much as possible, or help create new ones in a new environment, including school/learning as well as time for safely playing and relaxing.</p> 
	 <p>Limit worry and agitation by lessening the time you and your family spend watching or listening to media coverage that you perceive as upsetting.</p>		<p>Provide facts about what has happened, explain what is going on now and give them clear information about how to reduce their risk of being infected by the disease in words that they can understand depending on their age. This also includes providing information about what could happen in a re-assuring way (e.g. a family member and/or the child may start not feeling well and may have to go to the hospital for some time so doctors can help them feel better).</p> 
	<p>Draw on skills you have used in the past that have helped you to manage previous life's adversities and use those skills to help you manage your emotions during the challenging time of this outbreak.</p> 