

# How to Protect Yourself from COVID-19

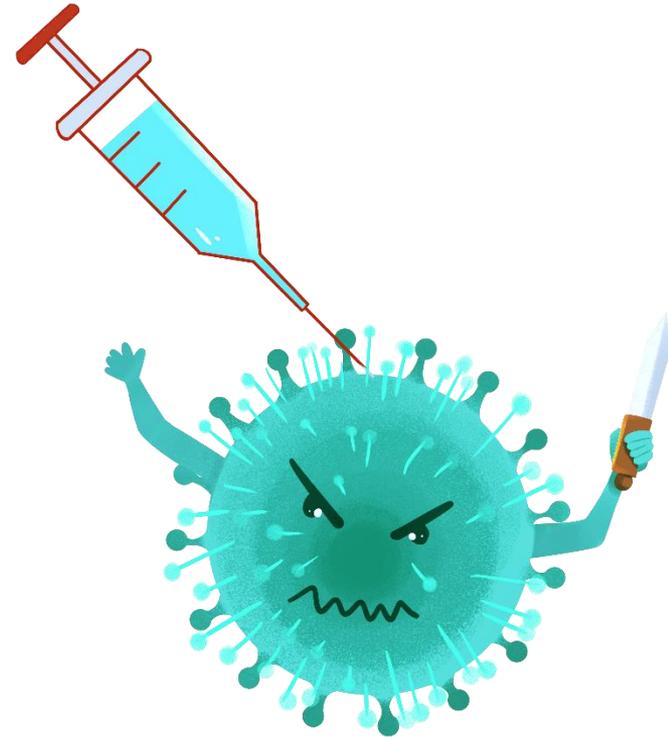
*Present by Ninestar Image Tech Limited*

# What is COVID-19?

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Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV).

**The Novel Coronavirus (COVID-19) is not related to or a form of the flu (Influenza), it is part of the family of Coronaviruses which includes MERS and SARS.**



# Symptoms of COVID19

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.

The following symptoms may appear **2-14 days after exposure**.

- **Fever**
- **Cough**
- **Shortness of breath**



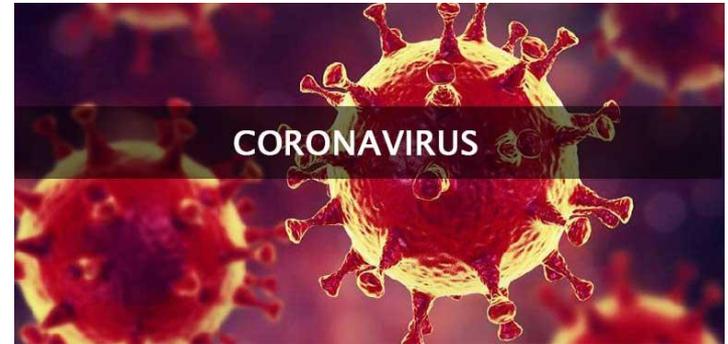
# How COVID19 Spreads?

## Person-to-person spread

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.

These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.



# Take Steps to Protect Yourself

There is currently no vaccine or specific medicine to prevent or treat the COVID-19.

**The best way to prevent illness is to avoid being exposed to this virus.**

# Wash Hands Often

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth with unwashed hands.**



# Wear A Facemask

- You should be aware of that **individuals infected with COVID-19 could be symptom-free**. Many confirmed cases in China proved that. Based on that, wearing a mask not only protects yourself but others.
- Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water.
- Wear a facemask when you are in public places.



# Avoid Crowds

- **Avoid crowds**, especially in poorly ventilated spaces. Your risk of exposure to respiratory viruses like COVID-19 may increase in crowded, closed-in settings with little air circulation if there are people in the crowd who are sick.
- **Avoid close contact** with people who are sick.
- Put **distance between yourself and other people**.
- **Stay home** as much as possible to further reduce your risk of being exposed.



# How to prepare and take action for COVID19

## At Home

# When Get Home from Work

- Take off your outer wear and change into home wear when you get home.
- Disinfect your mobile phone or keys with at least 60% alcohol.
- Wash your hands with soap and water.
- Keep windows open as appropriate and where possible.
- Exercise regularly.
- Keep a good mood.



# Daily Clean and Disinfect

- **Clean and disinfect high-touch surfaces daily** in household common areas (e.g. tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks)
- **Never mix household bleach with ammonia or any other cleanser.** Unexpired household bleach will be effective against coronaviruses when properly diluted.

Prepare a bleach solution by mixing:  
5 tablespoons (1/3rd cup) bleach per gallon of water or  
4 teaspoons bleach per quart of water



# Practise Food Safety

- **Use different chopping boards and knives** for raw meat and cooked foods.
- **Wash your hands** between handling raw and cooked food.
- **Make sure meat products are cooked thoroughly** and properly handled during food preparation.



# How to prepare and take action for COVID19

## At Work

- **Avoid using public transport (e.g. bus and subway) to go to work at this special period.** Passengers using public transport are advised to wear a facemask to protect yourself and others.
- Avoid touching objects on public transport.
- **Walking, cycling or driving to work are recommended** at this special period.



- **Keep wearing facemask at the workplace.**
- Wash your hands after touching surfaces in public places.
- Keep office windows open.
- Avoid close contact with others.
- **Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly.**



# Meeting

- **Consider whether a face-to-face meeting or event is needed. Could it be replaced by a teleconference or online meeting?**
- **Open windows and doors** whenever possible to make sure the venue is well ventilated.
- **Scale down the meeting** and reduce the meeting time.
- Arrange seats so that participants are **at least one meter apart**.



# Customer Visiting

- **Consider whether a customer visiting is needed at the special period.**
- **Avoid nonessential business travel to affected regions/countries.**
- **Avoid shaking hands or direct body contact with your customer.**
- **Stay at least one meter away from your customer.**



# Office Lunch

- **Avoid eating with a group of people.**
- **Eat alone is highly recommended.**
- **Bringing lunch to work** is a healthy and safe choice at this special period.



# Common Area Cleaning

- **Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs.** Use the cleaning agents that are usually used in these areas and follow the directions on the label.





# What to do if you are sick with COVID19?

# Stay home except to get medical care

- You should **restrict activities outside your home**, except for getting medical care. Do not go to work, school, or public areas.
- **Avoid using public transportation, ride-sharing, or taxis.**
- **Separate yourself from other people and animals in your home.** As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.



# Follow doctor's guidance

- **Call ahead before visiting your doctor.**
- **Wear a facemask to protect your family.**
- **Cover your coughs and sneezes.**
- **Avoid sharing personal household items.**
- **Clean your hands often.**
- **Clean all “high-touch” surfaces every day.**



# For more professional advise?

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We recommend that if you want to find out more professional advise, please go to:

- **WHO**  
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

The screenshot shows the WHO website's page for the Coronavirus disease (COVID-19) outbreak. At the top left is the WHO logo. Below it is a blue navigation bar with a home icon and menu items: Health Topics, Countries, Newsroom, Emergencies, and About Us. The breadcrumb trail reads: Home / Emergencies / Diseases / Coronavirus disease 2019. The main heading is "Coronavirus disease (COVID-19) outbreak". Below the heading is a paragraph: "On this website you can find information and guidance from WHO regarding the current outbreak of coronavirus disease (COVID-19) that was first reported from Wuhan, China, on 31 December 2019. Please visit this page for daily updates." To the right of this text is a vertical stack of five blue buttons: "Protect yourself", "Your questions answered", "Travel advice", "Situation reports", and "Media resources". On the left side, under the heading "Latest updates", there are three update cards. The first card features a photo of a man in a suit and the text: "WHO Director-General's opening remarks at the media briefing on COVID-19 - 11 March 2020". The second card features a photo of people in a meeting and the text: "Critical preparedness, readiness and response actions for COVID-19". The third card features a photo of children and the text: "COVID-19: IFRC, UNICEF and WHO issue guidance to protect children and".

**You're our valued and trusted partner.  
We sincerely wish you and your family all the best.  
Ninestar will always stand by you.  
If we can be of assistance, feel free to contact us.**

**Thank You!**

