

Company Medical Centre

16 March 2020

Coronavirus (COVID-19) Outbreak - 2020

How coronavirus spreads?

Human coronaviruses cause infections of the nose, throat and lungs. They are most commonly spread from an infected person through:

- respiratory droplets generated when you cough or sneeze
- close, prolonged personal contact, such as touching or shaking hands
- touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

Current evidence suggests person-to-person spread is efficient when there is close contact.

Preventing coronavirus

At this time, there is no vaccine for COVID-19 to protect against it. Only good hygiene can work.

If you have travelled from high-risk area

If you have travelled from abroad in the last 14 days, limit your contact with others for 14 days, starting the day you began your journey home. This means stay at home. If there are symptoms, contact your doctor immediately for advice.

If you have flu, fever or cough reduce contact with others. Following steps will help;

- Stay at home and self-isolate yourself (or seek medical care). If you must leave your home, wear a mask or cover your mouth and nose and maintain a 2-metre distance from others
- Avoid individuals in hospitals and older people and those with chronic conditions or compromised immune systems
- Avoid having visitors at your home
- Cover your mouth and nose with your arm when coughing and sneezing.
- Wash your hands frequently and avoid touching your face.

Wearing masks

If you are a healthy individual, the use of a mask is not recommended. Wearing a mask when you are not ill may give a false sense of security. There is a potential risk of infection with improper mask use and disposal.

Risks of getting Coronavirus

At this time, the health risks associated with Coronavirus is low but this could change rapidly and it's outbreak is not unexpected. There is an increased risk of more severe outcomes for:

- persons aged 65 and over
- with compromised immune systems
- with underlying medical conditions
- international travelling

Basic protective measures against the Coronavirus (COVID-19)

Stay aware of the latest information on the COVID-19 outbreak, available on the WHO website (<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>), media and through your local doctor. Most people who become infected experience mild illness and recover, but it can be more severe for others. Take care of your health and protect others by doing the following:

Wash your hands frequently

Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.

Maintain social distancing. Avoid Public Transport, Restaurants and large gatherings

Maintain at least 2 metre (6 feet) or more distance between yourself and anyone who is coughing or sneezing. If someone coughs or sneezes they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets and contract the disease.

Avoid Handshakes and touching your eyes, nose and mouth

Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

Practice respiratory hygiene

Make sure you, and the people around you, follow good respiratory hygiene. Cover your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately. If you have fever, cough and difficulty breathing, seek medical care early and stay home if you feel unwell. Follow the directions of your doctor.

Stay informed and follow advice given by your doctor

Stay informed on the latest developments about COVID-19. Follow advice given by your doctor to protect yourself and others from COVID-19.

- P.S. Along this letter, please also find attached two pamphlets;
- a. Hand washing techniques with soap and water
 - b. Alcoholic Hand rub and hand hygiene technique for visibly clean hands

Please follow all these instructions in true letter and spirit.

CORONA VIRUS: FIELD ADVISORY

To avoid any unforeseen circumstances and inconvenience to the FFC field force, it is hereby advised that:

- Avoid unnecessary movement and large gatherings
- Avoid using public transport
- Consider traveling with alcohol-based hand rub in your vehicle
- Wash hands properly with soap regularly
- Stay at least 2 meter away from people who are coughing or sneezing
- At regional offices, ensure that the staff, contractors and customers have access to places where they can wash their hands with soap and water
- Follow instructions issued time to time by CMC FFC (Mktg Gp)
- Stay informed about the virus and all the precautions
- If you feel unwell, immediately contact Company Medical Centre on following numbers.
CMC, Lahore; 04236363547
Cell Number DM-MS 0300-4212335.

Connecting from home or remote location

In case of any closure it is mandatory to take your laptops along and work online from your home. Ensure that you have complete access to SAP, FFC portal & official email from the company issued personal notebooks. We encourage you to leverage our mobile platform i.e. Fiori App to assist you while being remote.

For any inquiries, please contact IT Lahore.

P.S. Please open the link below for advisory from WHO for 'Getting your workplace ready for COVID-19'

https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf?sfvrsn=359a81e7_6