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| **Coronavirus Facts**Coronaviruses are a large family of viruses which may cause respiratory infections ranging from the common cold to more severe diseases.**Infection**An infected person can spread the virus to a healthy person through the eye, nose and mouth or through droplets produced on coughing or sneezing; close contact with an infected person; contact with contaminated surfaces, objects or personal items.**Symptoms**The general symptoms include fever, cough, difficulty with breathing, sore throat.**Prevention**To prevent the spread of the virus:Wash your hands often with soap & water for at least 20 seconds. Use an alcohol-based hand sanitizer if you cannot wash your hands with water.Keep a safe social distance (at least 1½ m) from other people.Avoid touching your mouth, eyes & nose.Use tissue paper when coughing & sneezing, then throw it in a bin.Regularly disinfect frequently touched items, eg cellphone, cards, car keys, keyboards, etc.Consult your doctor if not feeling well & stay at home to recover fully.Use the flexed elbow, foot bump or wave to greet instead of a handshake.Wear a face mask, especially the cloth face mask, when in public. |  | **Contact Numbers**[First Name Surname]Covid-19 Compliance Officer[Name of Company]Office Tel No.: . . . . . . . . . . . . . . . .E-mail: . . . . . . . . . . . . . . . . . . . . . .Cell Phone No.:. . . . . . . . . . . . . . . .**Covid-19 Telephone No’s**Hotline: 0800 029 999WhatsApp No.: 0600 12 3456**Websites**The National Dept of Healthwww.health.gov.zaThe National Institute of Communicable Diseaseshttps://www.nicd.ac.za/The National Institute for Occupational Healthhttp://www.nioh.ac.za |  | Company Name & Logo**Coronavirus (Covid-19)****Information****for****Employees** |
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