



HOW TO SAFELY COUGH AND SNEEZE

Together, we can help stop the spread of **COVID-19**



Cover your mouth and nose with a tissue



If a tissue is not available, cough and sneeze into your upper sleeve or elbow, not your hands



Wash your hand often, especially after coughing, sneezing, or blowing your nose

Not feeling well?

If you are experiencing any of these symptoms, immediately tell your Human Resources department.

- Cough
- Shortness of breath or difficulty breathing
- Fever/chills
- New loss of taste or smell
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat



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Everyday ways you can help prevent COVID-19:

- Wash your hands often
- Wear a face mask when around others
- Cover coughs and sneezes with a tissue or inside of elbow
- Clean and disinfect frequently touched surfaces