

In this file, you'll find:

- **Know the Symptoms** poster (x1)
- **#StopTheSpread** posters (x3)
- **How to Wear a Mask** instructions (x2)
- **How to Wash Hands** instructions (x1)
- **Physical Distancing** reminders (x5)
- **Safety Entrance Sign** for Businesses (x2)
- **Temporary Changes** template (x2)

Instructions:

- Print on 11x17 paper
- Post at entrances of high traffic areas



Know the COVID-19 Symptoms

The following symptoms may appear 2-14 days after exposure:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Seek medical advice if:

- You develop worsening symptoms
- You have been in close contact with a person known to have COVID-19
- You live in or have recently been in an area with ongoing spread of COVID-19

FOR MORE INFORMATION, VISIT [CDC.GOV](https://www.cdc.gov)



#StopTheSpread

Keep Our Workplace Safe!

Please practice good hygiene:



Stop hand shakes and use **non-contact greeting methods**



Clean hands at the door and schedule **regular hand washing reminders**



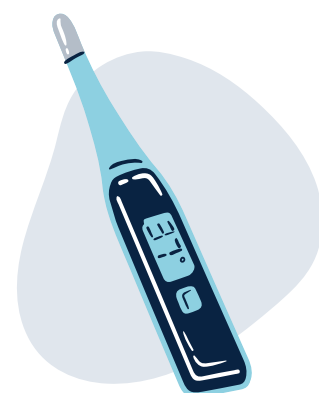
Disinfect surfaces like doorknobs, tables, and desks regularly



Increase ventilation by opening windows or adjusting air conditioning

Stay home if...

- You are **feeling sick**
- You have a **sick family member at home**



#StopTheSpread

6 STEPS TO PREVENT THE SPREAD OF COVID-19

- 01** Wear a mask and required PPE at all times.
- 02** Wash your hands frequently and avoid touching your eyes, nose and mouth.
- 03** Maintain 6 ft physical distance from others and avoid crowded spaces.
- 04** Limit your exposure to shared surfaces and objects.
- 05** Frequently clean and disinfect your workspace and high-touch surfaces.
- 06** If you have any symptoms of COVID-19 do NOT come to work. Seek medical advice.

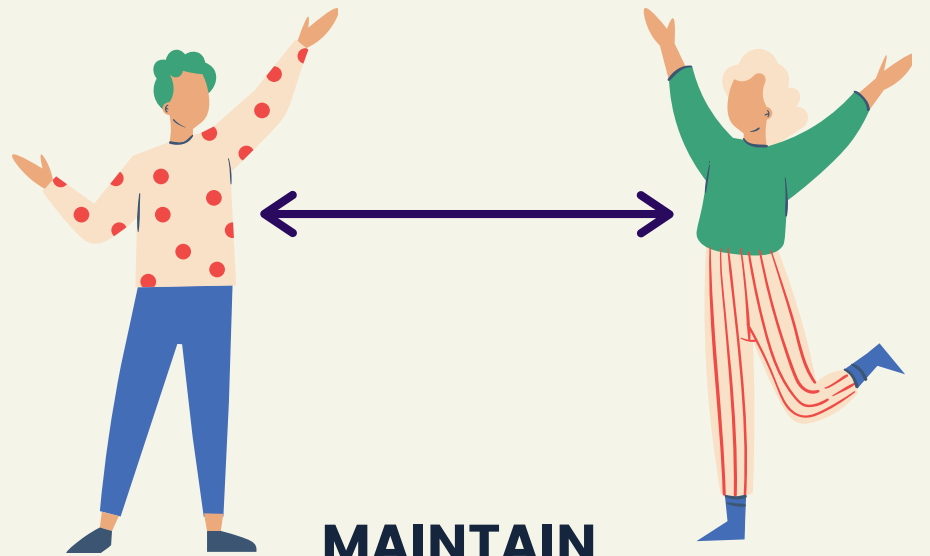


#StopTheSpread



WASH YOUR HANDS FREQUENTLY

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



MAINTAIN PHYSICAL DISTANCING

Maintain at least 6 feet distance between yourself and anyone who is coughing or sneezing.



AVOID TOUCHING 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.



IF YOU HAVE A FEVER, COUGH AND DIFFICULTY BREATHING, SEEK MEDICAL CARE EARLY

Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical advice.

How to Use a Mask 101

Source: World Health Organization

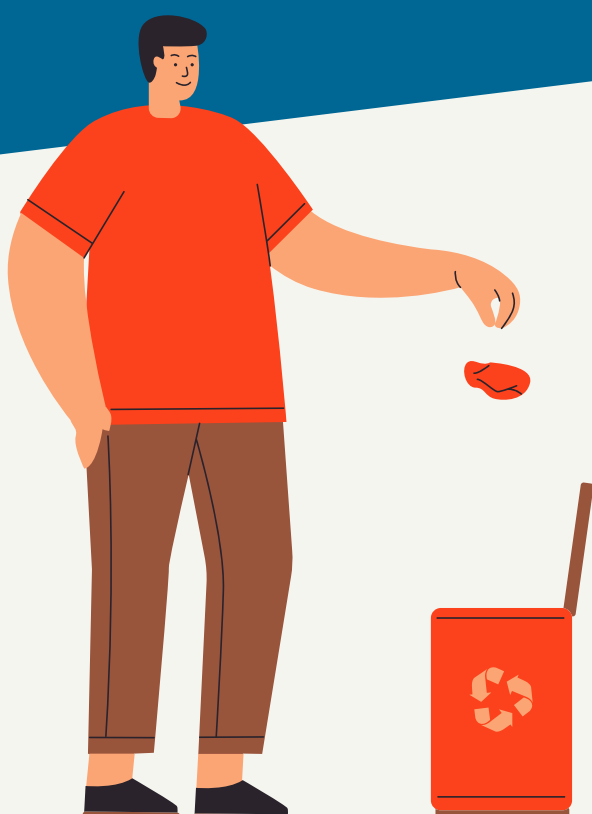


Before Putting on a Mask:

Clean hands with alcohol-based hand rub or soap and water.

While Wearing a Mask:

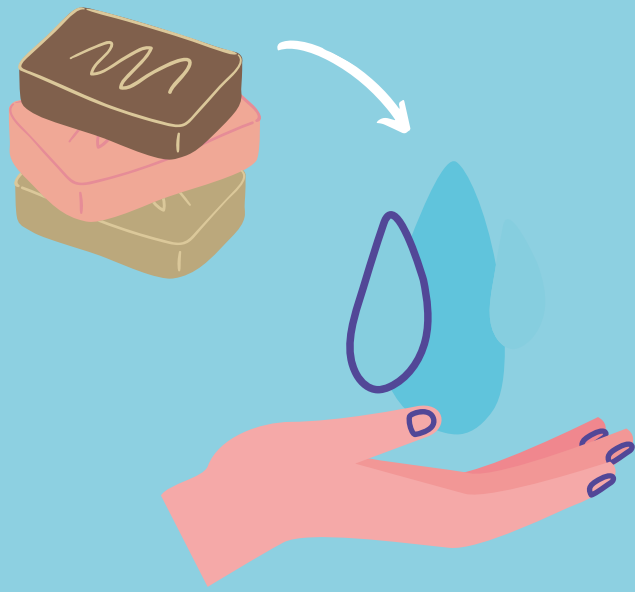
1. **Cover your mouth and nose.** Make sure there are no gaps between your face and the mask.
2. **Avoid touching the mask.** If you do, clean your hands with alcohol-based hand rub or soap and water.
3. Replace the mask with a new one as soon as it is damp. **Do not re-use single-use masks.**



To dispose of the mask:

1. Remove the mask from behind using the strings. **Do not touch the front of mask.**
2. Discard the mask **immediately** in a closed bin.
3. **Clean hands** with alcohol-based hand rub or soap and water.

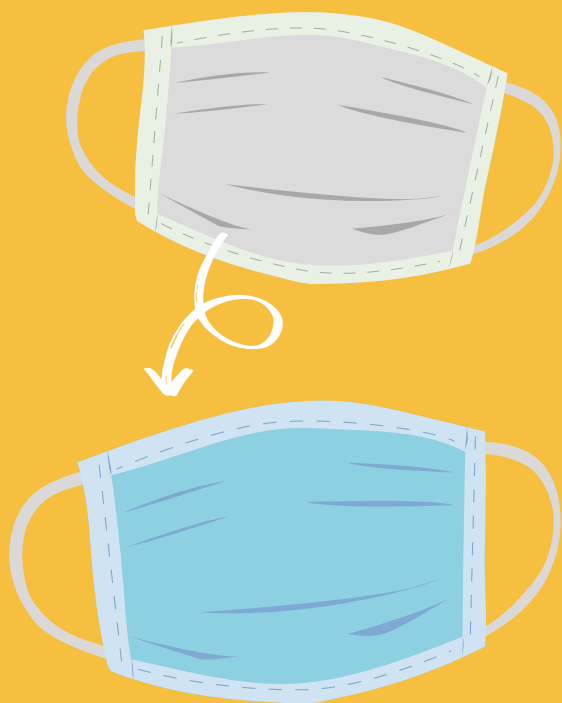
A GUIDE TO PROPER MASK USE



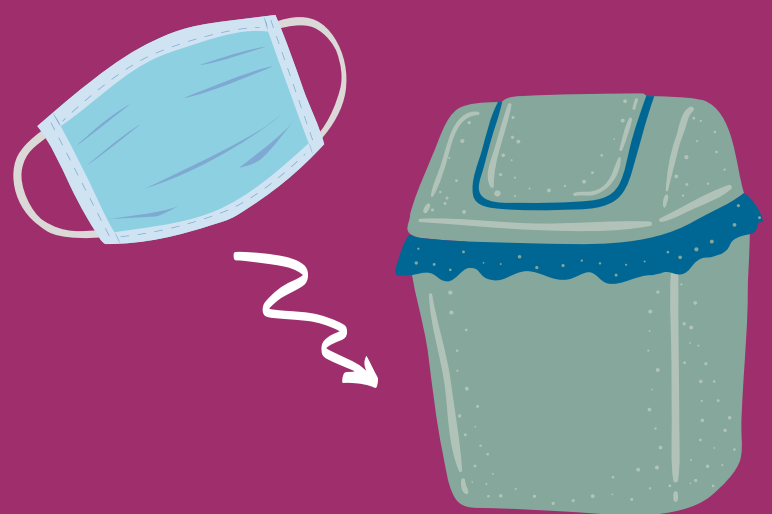
Before putting a mask on, clean hands with alcohol-based hand rub or soap and water.



Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.



Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.



To remove mask: remove it from behind (do not touch the front of the mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water.

#StopTheSpread

Proper hygiene
stops the
spread of the
virus.

Handwashing 101

01

Wet your hands
before applying soap.



02

Bring your palms
together and rub soap
all over the palms and
backs of your hands,
including between the
fingers.



03

Wash your hands for
at least 20 seconds.



04

Wipe your hands with
a clean towel or paper
towel and avoid
rubbing too
vigourously.



Source: WHO

#StopTheSpread

Physical Distancing 101

Stay away from **mass gatherings**.

Keep a distance of **6 feet** away from other people.

Avoid touching other people,
and that includes handshakes.

Physical distancing slows down
the spread of the coronavirus,
which keeps resources available
to those in need.



SOURCE: WHO



#StopTheSpread

Physical Distancing 101

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PREVENTION



6 ft

A blue double-headed arrow pointing left and right, with the text "6 ft" centered above it.

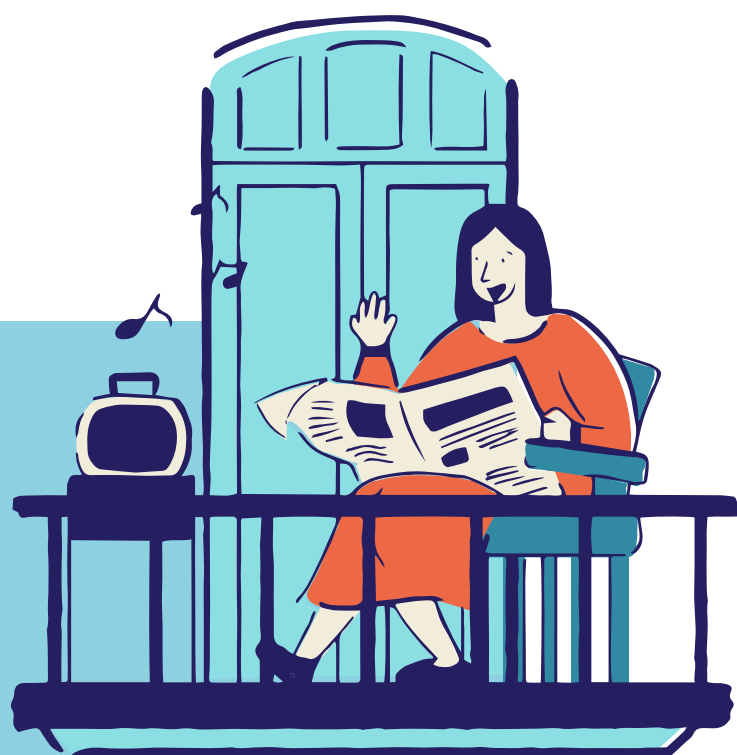
**Maintain
physical
distancing**



PREVENTION



SOURCE: WORLD HEALTH ORGANIZATION



DISTANCE MAKES US STRONGER

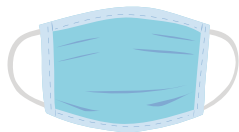
#StopTheSpread



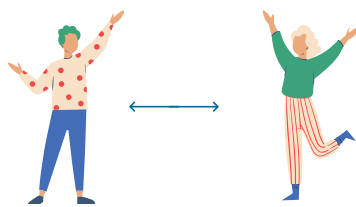
Help us protect our employees & customers.



Do NOT enter if you have a cough,
fever or do not feel well.



Wear a **face mask** or covering



Keep 6 feet **physical distance**
between you and others



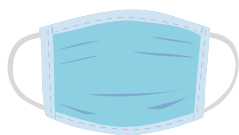
Refrain from from
shaking hands, **shakas only**

Mahalo for your kōkua

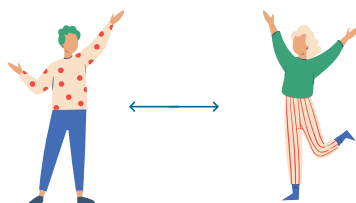
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Wear a **face mask** or covering



Keep 6 feet **physical distance**
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We've made temporary changes to help stop the spread of COVID-19

We'll keep you posted
with any future updates



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