



# EMPLOYEE-OWNED Commonwealth Fire Protection

Most Important  
assets in any  
business.

Protection is *WHAT* we do !

There is much to learn about the newest influenza-virus that causes [coronavirus disease 2019 \(COVID-19\)](#) and how it spreads. With the news about it and the effects of it getting closer to home, the following information about work and personal hygiene and housekeeping is for our Employee's Safety & Awareness.

We are hopeful the following information will help you minimize or prevent you and your families against getting the virus and/or spreading it. Information is critical – BUT, you must verify the sources ! There is a lot of mis-information and consequently fear. So, CFPC will provide guidance based on the organizations listed below and by continuing to monitor [national](#), [local](#) and [international](#) news for updates:

[Center for Disease Control \(CDC\)](#) - [World Health Organization \(WHO\)](#) - [National Institute of Health \(NIH\)](#)

Based on what is currently known about the Coronavirus and other similar Coronaviruses that caused [SARS](#) and [MERS](#), was spread from person-to-person among close contact. At this time, CFPC's efforts are focused on preventing contamination from building up and from spreading, here's what's recommended:

- [Clean and Disinfect \(C&D\) surfaces commonly touched both at home and at work](#): computers, phones, hand-held tools, doorknobs, fridge, toilet/sink hardware, handrails, light switches, elevator buttons, and daily-use linens like soiled clothes, shower and hand towels.
- Drivers should C&D vehicle controls, handles and latches as well as their machinery and tools.
- Office Personnel should C&D their workstations and empty their trash/recycling daily.
- Washing of hands for 20 seconds with soap and water frequently (*may need lotion as dry, cracked hands are more susceptible to picking up germs*), use greater than >60% alcohol-based hand sanitizer.
- Maintain face-to-face buffer-space between you and other people (~6' feet). When coughing or sneezing, cover your mouth with a tissue or bent elbow.
- Avoid touching eyes, nose, or mouth with dirty/unwashed hands:
  - After blowing one's nose, coughing, or sneezing
  - After using the restroom
  - Before eating or preparing food
  - After contact with animals or pets
  - [Before and after providing routine care for another person](#)
- Drink lots of fluids, water and natural fruit and vegetable juices, over-the-counter vitamins such as C and D help [maintain a strong immune system](#), other [useful remedies](#) to quell the aches and pains of being sick, and probably the most overlooked; [rest](#).

If you are experiencing symptoms such as cough, fever or respiratory problems, please do what you would do previously – if you're sick - then remain at home, call in and report your out-of-work status and seek medical assistance as you normally would. We hope to keep our workplace and your homes virus free.

