

CORONAVIRUS – WHAT TO DO

As we all know Covid-19 - also known as Coronavirus - has spread around the globe.

Within the last 24 hours, the European health authorities have stepped up all precautions and restrictions.

The situation is serious and at SGL we want to make sure that all employees are as safe as possible and know how to handle themselves in all events.

In the following, you can see exactly what to do for prevention and what to do if you should get infected.

Please notice: As of now NO ONE at SGL worldwide has been identified as infected.

EGM

Marts 2020

TRAVELLING* / BUSINESS:

ALL business traveling domestic and internationally is banned.

CONDUCT ALL MEETINGS* AS VIDEO- OR SKYPE-MEETINGS

TRAVELLING* / PRIVATE:

We strongly advise against traveling in general, but it must be decided on an individual level and at your own responsibility. Please be aware that any traveling to risk areas will invoke a quarantine of 14 days upon return. Please stay informed about risk areas via your local authorities.

YOU MAY STAY UPDATED VIA THESE LINKS:



WHO

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>



CDC – CENTER FOR DISEASE CONTROL:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>



CDC – CENTER FOR DISEASE CONTROL:

<https://www.cdc.gov/coronavirus/2019-ncov/locations-confirmed-cases.html>



ELSEVIER – NOVEL CORONA VIRUS INFORMATION CENTER:

<https://www.elsevier.com/connect/coronavirus-information-center>

+ Relevant local authorities

*) Business critical travel and business meetings can be extra ordinary approved by an EGM member only.

CORONAVIRUS – WHAT TO DO



IF YOU SHOW ANY SYMPTOMS – OR IF YOU ARE IN DOUBT:

- Stay at home
- You should immediately contact your doctor or other Corona health service as instructed by the authorities
- Let your manager know by phone that you are taken ill and the reason – do so 24/7
- Stay home for 14 days – do not go to work until you are cleared for risk of infection by a doctor
- Keep your manager updated
- Local rules and precautions provided by the authorities should be observed at all times



IF YOU HAVE JUST RETURNED FROM INTERNATIONAL TRAVELING:

- Stay home – Inform your closest manager – do so 24/7
- Stay updated via TV, internet and intranet
- Be prepared to work from home via your laptop and Cisco or VPN link
- If you show any signs of infection contact your doctor or health authorities immediately and follow the guides in “If you show any symptoms”



**SEE RISK REGIONS
ON WHO MAP**

<https://www.cdc.gov/coronavirus/2019-ncov/locations-confirmed-cases.html>



GENERAL PRECAUTIONS:

- Conduct all meetings – as video- or Skype-meetings
- Avoid shaking hands
- Avoid hugs
- Wash your hands often and with soap – rinse thoroughly with water
- Use hand disinfection if possible
- Avoid contact with any that show sign of having a cold and/or respiratory infection
- If you have to sneeze do so either into the elbow bend or use a paper tissue. Flush the tissue into the toilet or dispose of it in the waste bin immediately