Organisations need robust processes and planning in place to protect employees and business resilience.

**EDUCATION AND ADVICE**
- Educate employees on the symptoms and hygiene measures.
- Ensure people have access to the most up to date information.
- Provide access to health assistance (preferably 24/7).
- Advise employees who may have had exposure to seek medical advice.
- Advise employees not to travel if sick.
- Ensure employees maintain flexible travel plans.

**PLANNING AND RESPONSE**
- Stand up crisis management teams and meet regularly.
- Review travel management plans, taking into account potential for quarantine and travel disruption.
- Review and test communication procedures.
- Review pandemic plans including how to manage travellers from affected areas.
- Review protective equipment, cleaning protocols.

DISCLAIMER: This pocket guide has been developed for educational purposes only. It is not a substitute for professional medical advice. Should you have questions or concerns about any topic described here, please consult your medical professional.

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For information go to www.internationalsos.com/coronavirus
What is 2019-nCoV?
A new virus, 2019-Novel coronavirus, is causing outbreaks of respiratory infection.

Some cases are mild, but some are severe and can be lethal.

SYMPTOMS INCLUDE:
- Fever
- Cough
- Sore throat
- Shortness of breath / Difficulty breathing

IF YOU DEVELOP SYMPTOMS, SEEK MEDICAL CARE.
Inform your healthcare provider prior to the visit about your travel history and any potential exposure.

PREVENTION

Maintain good personal hygiene
WASH HANDS FREQUENTLY
- carry hand sanitiser

Avoid touching your face

AVOID DIRECT CONTACT with animals and their environment

Ensure food, including eggs, is thoroughly cooked

Keep away from people who are sick

DO NOT TRAVEL if you think you are ill