

WHAT YOU NEED TO KNOW: NOVEL CORONAVIRUS

How to prepare your tenants and your buildings.

WHAT IS A CORONAVIRUS?

According to the Centers for Disease Control (CDC), coronaviruses are common in many different species of animals and can evolve and infect humans, then spread between humans. Recent examples include SARS-CoV and MERS-CoV. The novel coronavirus (2019-nCoV) is a new respiratory virus first identified in Wuhan, Hubei Province, China. Many patients in the Wuhan outbreak were reportedly linked to a large seafood and animal market, suggesting animal-to-person spread.

As of January 27, there are more than 1,000 reported infections throughout China and 5 cases in the United States from individuals who recently traveled to Wuhan. Symptoms include fever, cough and shortness of breath and may appear in as few as two days or as long as 14 days after exposure. The immediate health risk of contracting the virus in the United States is considered low at this time.

PROTECTING YOURSELF

According to the CDC, there are several preventive actions you can take, including:

- Avoid close contact with individuals showing signs of illness.
- Avoid touching your eyes, nose, and mouth without first washing your hands.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are unavailable, use an alcohol-based hand sanitizer.

Additionally, to refrain from spreading illness to others, if you are sick you should:

- Stay home.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

If you have traveled to China in the last 14 days, the CDC recommends seeking medical attention right away. Notify your doctor's office or emergency room about your situation and travels before you visit their offices.

PROTECTING YOUR TENANTS AND STAFF

To prevent illness from spreading, it is important to take steps to help protect the health of your tenants and staff. This includes:

- Cleaning surfaces and items that are most likely to be touched frequently with the cleaning agents usually used for those surfaces and items. Additional disinfection beyond routine cleaning is not recommended.

- Advise employees to stay home if they are sick.
- Purchase supplies, such as tissues, soap, and alcohol-based hand cleaners to encourage healthful habits in the workplace.
- Engage your state and local health departments to confirm channels of communication and methods for dissemination of local outbreak information.

WHAT TO DO IF YOU ARE SICK WITH 2019 NOVEL CORONAVIRUS

The CDC recommends taking the following steps to help prevent 2019-nCoV from spreading if you suspect you have contracted the coronavirus specifically:

- Stay home, except to receive medical care.
- Separate yourself from others in your home.
- Call ahead before visiting your doctor.
- Wear a facemask.
- Cover your coughs and sneezes.
- Wash your hands and avoid sharing household items.
- Monitor your symptoms.

OTHER RECOMMENDATIONS & CONSIDERATIONS

Review your company's current pandemic flu plan or develop a new plan. Involve your employees in development and review of the plan. Familiarize yourself with the plan and share it and policies with your employees.

Develop flexible leave policies to allow employees to stay home to care for sick family members or for children, especially if schools dismiss students or childcare programs close.

Plan for how business can continue if many employees must stay home. Designate and train other employees in the event someone becomes sick to make sure you can continue your critical functions.

Distribute educational literature about prevention. Literature can be found under the "Protect Yourself" section of the World Health Organization's page about coronavirus (see link below).

Provide resources and a work environment that promotes hand washing and covering coughs and sneezes. Provide tissues, no-touch trash cans, hand soap, and alcohol-based hand cleaner. Offer education on hand washing and covering coughs and sneezes in an easy-to-understand format.

RESOURCES

- **Centers for Disease Control**
 - Coronavirus: www.cdc.gov/coronavirus/2019-nCoV
 - Pandemic Resources: www.cdc.gov/flu/pandemic-resources
- **World Health Organization**
 - Coronavirus: www.who.int/emergencies/diseases/novel-coronavirus-2019
- **BOMA Canada**
 - www.bomacanada.ca/pandemicguide

What you need to know about 2019 Novel Coronavirus (2019-nCoV)

What is 2019 novel coronavirus?

The 2019 novel coronavirus (2019-nCoV) is a new virus that causes respiratory illness in people and can spread from person to person. This virus was first identified during an investigation into an outbreak in Wuhan, China.

Can people in the U.S. get 2019-nCoV?

The 2019-nCoV is spreading from person to person in China and limited spread among close contacts has been detected in some countries outside China, including the United States. At this time, however, this virus is NOT currently spreading in communities in the United States. Right now, the greatest risk of infection is for people in China or people who have traveled to China. Risk of infection is dependent on exposure. Close contacts of people who are infected are at greater risk of exposure, for example health care workers and close contacts of people who are infected with 2019-nCoV. CDC continues to closely monitor the situation.

Have there been cases of 2019-nCoV in the U.S.?

Yes. The first infection with 2019-nCoV in the United States was reported on January 21, 2020. The current count of cases of infection with 2019-nCoV in the United States is available on CDC's webpage at <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

How does 2019-nCoV spread?

This virus probably originally emerged from an animal source but now seems to be spreading from person to person. It's important to note that person-to-person spread can happen on a continuum. Some viruses are highly contagious (like measles), while other viruses are less so. At this time, it's unclear how easily or sustainably this virus is spreading between people. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

What are the symptoms of 2019-nCoV?

Patients with 2019-nCoV have reportedly had mild to severe respiratory illness with symptoms of

- fever
- cough
- shortness of breath



What are severe complications from this virus?

Many patients have pneumonia in both lungs.

How can I help protect myself?

The best way to prevent infection is to avoid being exposed to this virus.

There are simple everyday preventive actions to help prevent the spread of respiratory viruses. These include

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

What should I do if I recently traveled to China and got sick?

If you were in China within the past 14 days and feel sick with fever, cough, or difficulty breathing, you should seek medical care. Call the office of your health care provider before you go and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

Is there a vaccine?

There is currently no vaccine to protect against 2019-nCoV. The best way to prevent infection is to avoid being exposed to this virus.

Is there a treatment?

There is no specific antiviral treatment for 2019-nCoV. People with 2019-nCoV can seek medical care to help relieve symptoms.