

COVID-19 eNewsletter articles



How does COVID-19 impact your benefits and pay?

We know there's a lot to think about right now, and the situation is evolving daily. Your [COMPANY] benefits can offer peace of mind in uncertain times. Here's what to think about now. [link to "How you're covered" intranet article].

What you need to know about COVID-19

COVID-19 (coronavirus) continues to be an evolving situation, with new information coming out every day. While this is an unprecedented time, it's important to stay calm and focused on the facts. Here's what we know so far:

- **What it is.** COVID-19 is a respiratory illness that can spread from person to person. The virus that causes COVID-19 was first identified during an investigation into an outbreak in Wuhan, China.
- **How it spreads.** The virus is thought to spread mainly between people who are in close contact with one another (within about 2 meters, or 6 feet) through respiratory droplets that are produced when an infected person sneezes or coughs. It can also spread by touching an object or surface that has the virus on it and then touching your nose, mouth or eyes.
- **The symptoms.** COVID-19 patients have had mild to severe respiratory illness, with symptoms like fever, coughing and shortness of breath. Some of these cases require hospitalization.
- **How we can protect ourselves.** We can take basic, everyday preventive measures, like avoiding close contact with people who are sick, staying home if we are sick, avoiding touching our eyes, nose and mouth, and washing our hands often with soap and water for at least 20 seconds. Follow state and local guidance—by adhering to official guidance, we do our part to keep ourselves, our families and our communities safe. Since there is currently no vaccine or cure for COVID-19, the best way to avoid spreading or contracting the virus is by taking these steps.

The situation is changing rapidly, and we're doing our best to get information to you in a quick and sensible way via [\[established channel for updates\]](#). You can also always check with the [Centers for Disease Control and Prevention \(CDC\)](#) [\[link to www.cdc.gov/covid19\]](#) and [World Health Organization \(WHO\)](#) [\[link to https://www.who.int/health-topics/coronavirus\]](#) for the latest updates as they break.

These are new times for all of us, and any feelings of fear, anxiety or uncertainty are completely normal and expected. If you need someone to talk to, contact the [\[COMPANY NAME\]](#) Employee Assistance Plan (EAP) to find help [\[link to EAP here\]](#).

Protect yourself and others from COVID-19

When it comes to COVID-19, we are in unprecedented times. Now more than ever, it's important to ensure that we are taking care of ourselves and one another. Follow these tips to help yourself and those around you stay safe and healthy.

- **Wash your hands frequently.** Wash your hands with soap and water for at least 20 seconds frequently throughout the day. It may seem basic, but it's a powerful defense against spreading the virus.
- **Maintain social distancing.** Try to keep 2 meters (6 feet) between yourself and others. Avoid anyone who is coughing or sneezing. When we cough or sneeze, we spray small liquid droplets from our mouths and noses. If you're too close to someone with the virus who sneezes or coughs, you can breathe in those droplets and become sick. Keep in mind that a person does not have to be symptomatic to spread the virus.
- **Avoid touching eyes, nose and mouth.** Your hands touch many surfaces and can pick up viruses this way. If you then touch your eyes, nose or mouth, the virus can enter your body.
- **Practice respiratory hygiene.** When you cough or sneeze, be sure to cover your mouth and nose with your bent elbow or a tissue.
- **If you feel ill, seek medical care immediately.** Stay home if you don't feel well. If you have fever, cough and difficulty breathing, seek medical attention. As tests for COVID-19 are limited and some areas are implementing drive-through testing, it's a good idea to call in advance.
- **Stay informed and follow expert healthcare guidance.** Visit [Centers for Disease Control and Prevention \(CDC\)](https://www.cdc.gov/covid19) [link to www.cdc.gov/covid19] and [World Health Organization \(WHO\)](https://www.who.int/health-topics/coronavirus) [link to <https://www.who.int/health-topics/coronavirus>] for the latest, most reliable updates.

It's vital to be able to count on one another during this period. When we follow these simple, everyday guidelines, we can show our care for ourselves and one another and hopefully help slow the spread. We will continue to provide timely updates via [established channel for updates]. As always, if you need support for your emotional wellbeing, please contact the [COMPANY NAME] Employee Assistance Plan (EAP) [link to EAP here].

About Alight

Alight Solutions is a leading provider of integrated benefits, payroll and cloud solutions. With more than 15,000 professionals across 29 countries, Alight provides leading-edge benefits administration and ERP technology and services to more than 3,250 clients including 50% of the Fortune 500. Alight's combination of data-driven insights and technology expertise creates unique value for clients. Alight is a six-time member of IAOP's Global Outsourcing 100. Learn how Alight drives better business outcomes and employee wellbeing for organizations of all sizes at alight.com.

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