



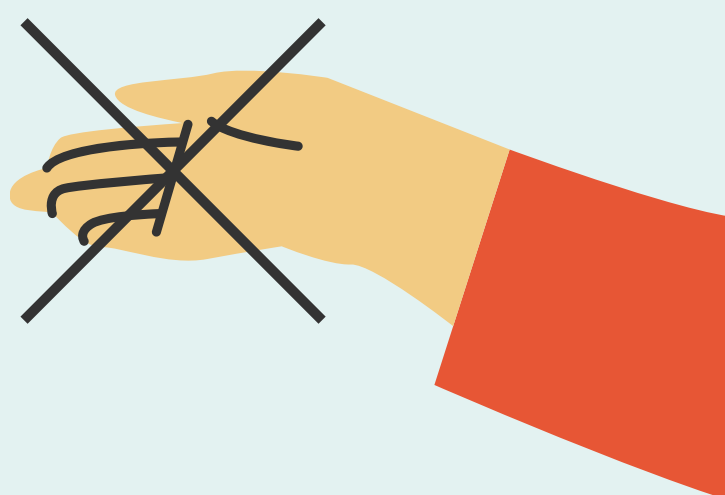
Workplace

health and safety

to stop the spread of COVID 19

Avoid physical contact

Avoid handshakes with colleagues.



Wash your hands

Wash your hands with soap and water for at least 20 seconds or using alcohol or hand sanitizer.



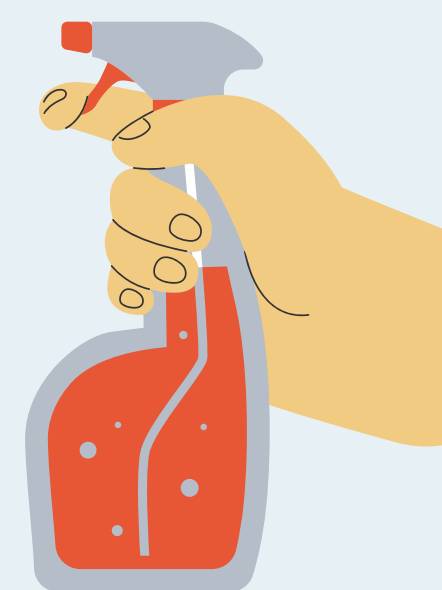
Cover your coughs and sneezes

And avoid touching your face.



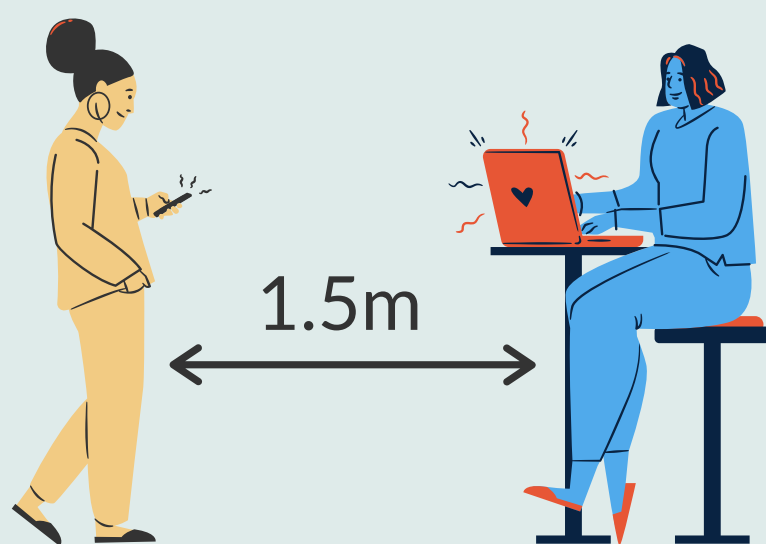
Disinfect surfaces

Clean all surfaces, including boards, handles and screens thoroughly before and after use.



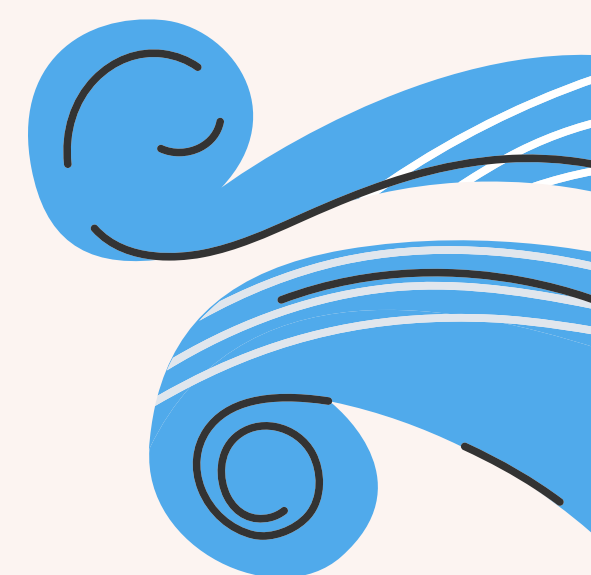
Keep your distance

Maintain at least a 1.5m (5ft) distance with others.



Ventilate the room

Open windows and air the room between use.



Don't share pens and paper

Store your belongings separately.



If you feel unwell, stay at home

Stay at home if you, a family member or someone you live with feels unwell.

