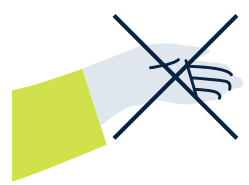


# Keep Your Workplace Safe!

## Practice good hygiene



Stop hand shakes and use non-contact greeting methods



Clean hands at the door and schedule regular hand washing reminders



Disinfect surfaces like doorknobs, tables, and desks regularly



Avoid touching your face and cover your coughs and sneezes



Increase ventilation by opening windows or adjusting air conditioning

## Limit meetings and non-essential travels

Use video conferencing instead of face-to-face meetings

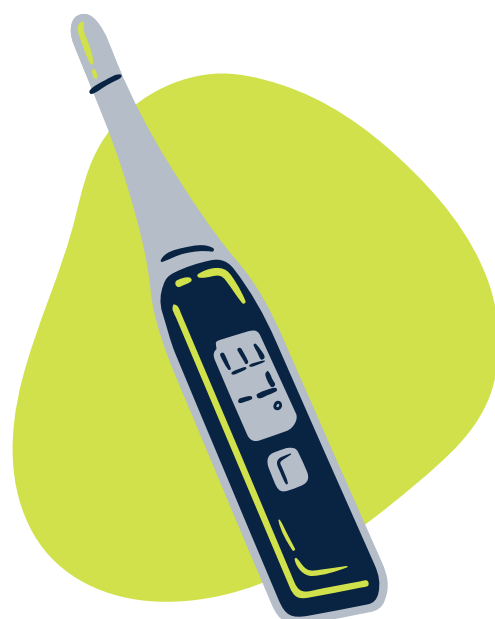
When video calls are not possible, hold your meetings in well-ventilated rooms and spaces

Suspend all non-essential travels and trips



## Stay home if...

- You are feeling sick
- You have a sick family member at home



## Take care of your emotional and mental well-being

Outbreaks are a stressful and anxious time for everyone.