

# How can you keep your workplace safe?



# Observe proper hygiene and workplace cleanliness



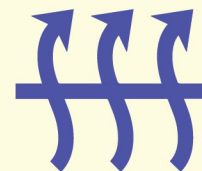
Wash your hands on a regular basis. Avoid touching your face with unwashed hands.



Post hygiene reminders in multiple locations.



Disinfect objects and surfaces consistently.



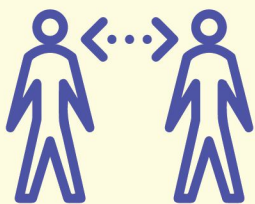
Increase ventilation and entry of natural air.  
Reduce air recirculation and clean air filters regularly.



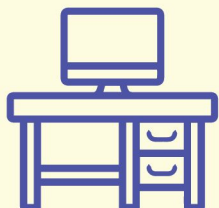
Provide alcohol, disinfectants, and sanitary wipes in common areas.



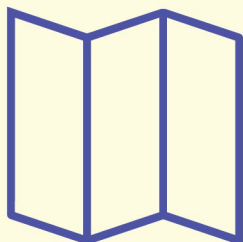
# Practice physical distancing



Observe physical distancing of at least 1 meter.



Allow at least 10 square meters of space between workstations.

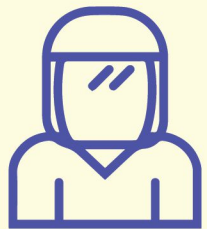


Use screens and dividers if physical distancing is not feasible.





# Reduce your exposure



Wear essential personal protective equipment (PPE) such as masks and face shields properly.



Dispose used protective supplies and cleaning materials on a separate waste bin.



Cover your mouth and nose with a tissue or your shirt sleeve when sneezing and coughing.



Limit unnecessary travel.



Implement flexible work arrangements for employees if possible.

