

KEEPING THE WORKPLACE SAFE



**PRACTICE GOOD
HYGIENE**



**STOP HANDSHAKING &
AVOID TOUCHING FACE**



**INCREASE
VENTILATION**



**USE
VIDEOCONFERENCING**



**ADJUST/POSTPONE
LARGE GATHERINGS**



**LIMIT BUSINESS
TRAVEL**



**LIMIT FOOD
SHARING**



**STAY HOME IF YOU OR
A FAMILY MEMBER
IS SICK**



**USE BOOKING SYSTEM
TO STAGGER
CUSTOMERS**



**LIMIT CASH
HANDLING**



**USE ONLINE
TRANSACTIONS**



**PRACTICE SOCIAL
DISTANCING**



**HOLD MEETINGS IN
OPEN SPACES**



**REMIND STAFF OF
HAND WASHING**



**SANITIZE HIGH
TRAFFIC AREAS**



**COMMUNICATE
COVID-19 PLAN WITH
STAFF**