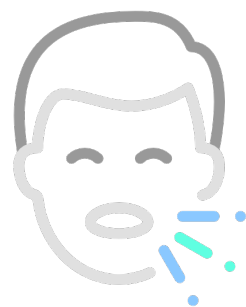


KEEP OUR WORKPLACE SAFE



Practice good hygiene

- Stop hand shakes and use non-contact greeting methods
- Wash your hands regularly
- Disinfect surfaces like doorknobs, tables, and desks regularly
- Avoid touching your face and use your elbow to cover your coughs and sneezes



Keep your distance

- Keep 6 feet from others
- Use video conferencing instead of face-to-face meetings
- When video calls are not possible, hold your meetings in well-ventilated rooms and spaces



Face coverings are mandatory

Cover your face in:

- public areas
- when unable to maintain a 6 ft distance



Don't come in if you have symptoms:

- Cough
- Shortness of breath
- Fever or chills
- Runny nose