

# 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