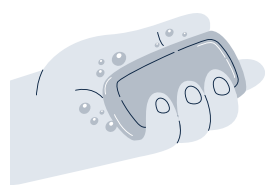
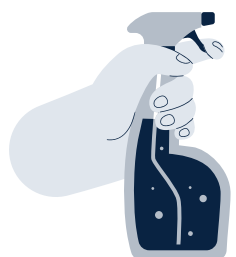


# Keep Our Workplace Safe!

## Staying safe in the office



Wash your hands as soon as you arrive



**Disinfect surfaces** like keyboards, phones and desks regularly



**Avoid touching your face** and cover your coughs and sneezes



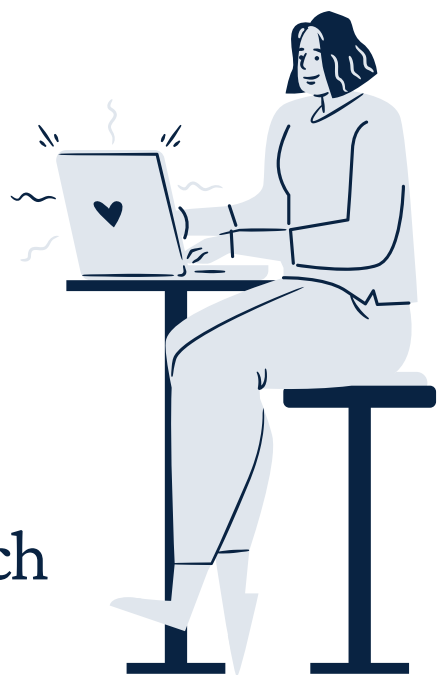
**Increase ventilation** by opening windows



**Work from home** if you can (don't forget to clean your mobile phone regularly!)

## Shared spaces and items

Ensure you are socially distancing when working at a desk

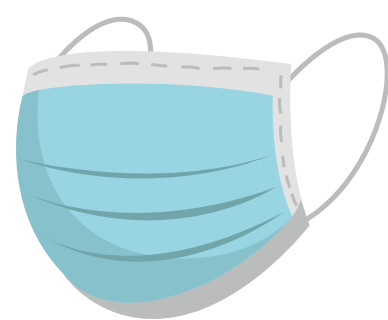


Disinfect shared items such as printers, stationary etc after each use

Wear your mask and wash your hands when visiting a shared space such as the kitchen



## Wear your mask when...



- You cannot socially distance
- You are outside the office
- you are walking to / from the car park



## Visitors to the office

Remind all visitors to **socially distance** and **wash their hands**.