

YOUR COLLEAGUES NEED **YOU** TO



WASH HANDS AND CLEAN YOUR DESK

Soapy water destroys the virus,
clean surfaces protect your colleagues.

- Completely cover your hands in soapy water and wash for 20 seconds.
- Always wash your hands before you eat.
- Keep your hands away from your face, eyes, nose and mouth.
- Use the wipes provided to clean your desk, phone, mouse and keyboard.
- Stick to the same desk where possible.



KEEP YOUR DISTANCE

Staying physically separated
reduces the risk of transmission.

- Always leave a gap of one desk.
- Stay out of crowded spaces and be considerate of others.
- If you can't avoid close contact with others, try not to face them directly.
- Reduce contact time to 15 minutes.



MAKE MEETINGS VIRTUAL

Reducing the number of people you
interact with limits the spread of the virus.

- Keep face-to-face meetings to a minimum.
- Use screen sharing technology to have virtual meetings (e.g. Skype).
- Only move around the building if essential.



SAY IF IT'S NOT OKAY

If someone's behaviour makes you
uncomfortable, politely speak up.

- If you are in the lift, someone tries to enter but it is already full.
- If you could have a digital meeting instead of a face-to-face.
- If people are too close to you.

Working together
to protect us all
COVID-19



CPNI

Centre for the Protection
of National Infrastructure