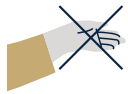


Keep Our Workplace Safe!

Practice good hygiene



Stop hand shakes and use **non-contact greeting methods**



Clean hands at the door and schedule **regular hand washing** reminders



Disinfect surfaces like doorknobs, tables, and desks regularly



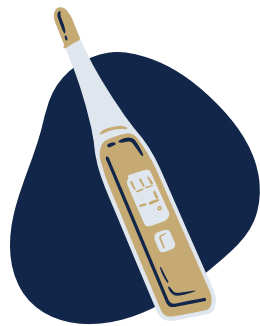
Avoid touching your face and cover your coughs and sneezes



Wear a face mask over your nose and mouth to prevent spreading.

Stay home if...

- You are **feeling sick**
- You have a **sick family member** at home

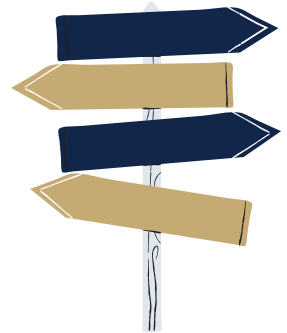


Limit meetings and non-essential travels

Use **video conferencing** instead of face-to-face meetings

When video calls are not possible, hold your meetings in **well-ventilated rooms and spaces**

Suspend all non-essential travels and trips.



Take care of your emotional and mental well-being

Outbreaks are a stressful and anxious time for everyone. Talk to your supervisor if you're feeling down. We're here to support you!