

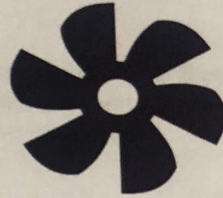
# KEEPING THE WORKPLACE SAFE



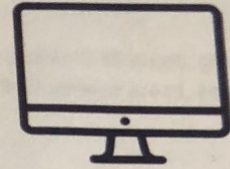
PRACTICE GOOD HYGIENE



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



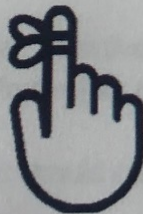
USE ONLINE TRANSACTIONS



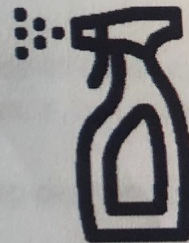
PRACTICE SOCIAL DISTANCING



MEETINGS



REMIND STAFF OF HAND WASHING



SANITIZE HIGH TRAFFIC AREAS



COMMUNICATE COVID-19 PLAN WITH STAFF