

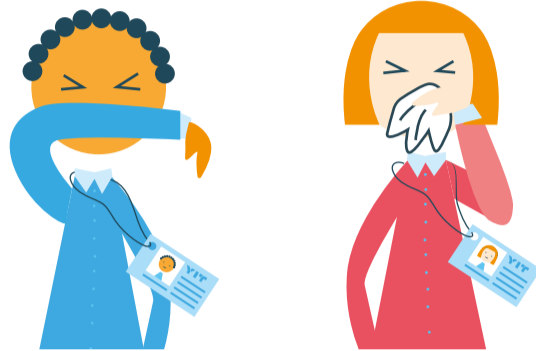


# Recommendations to prevent the spreading of COVID-19 (Coronavirus)



## WASH YOUR HANDS

- After entering the office
- After using the restroom
- Before eating
- Use warm water and soap
- For a minimum of 20 seconds
- Dry hands with disposable paper towel
- Use paper towel when touching the faucet and door handle



## COVER YOUR MOUTH WHEN COUGHING OR SNEEZING

- Use a disposable tissue or your sleeve
- Throw away used tissues and wash hands



## AVOID CLOSE CONTACT

- No handshaking, high fives or fist bumps
- Keep a safety distance of at least 1 meter
- No group gatherings allowed



## AVOID TOUCHING YOUR FACE

- Eyes
- Nose
- Mouth

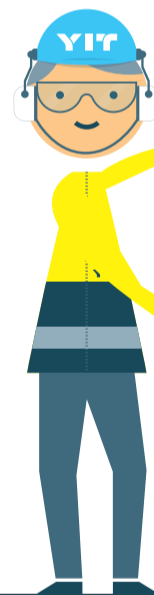
## MINIMIZE CONTACT WITH CONTAMINATED SURFACES

- Light switches
- Door handles
- Elevator buttons
- Shared keyboards
- Coffee machine, fridge and other shared office surfaces



## DISINFECT YOUR SURROUNDINGS

- Keyboard
- Phone
- Earphones
- Steering wheel
- Gear knobs
- Keys and wallet



## COVID-19 SYMPTOMS ARE:

- Fever, cough, shortness of breath, muscle aches and fatigue
- The virus is spread with droplet transmission, through coughing, sneezing, speaking and being in contact with contaminated surfaces

## STAY HOME IF YOU ARE SICK

- Follow the guidelines of your country's healthcare professionals
- Notify your supervisor immediately
- DO NOT come to the workplace

