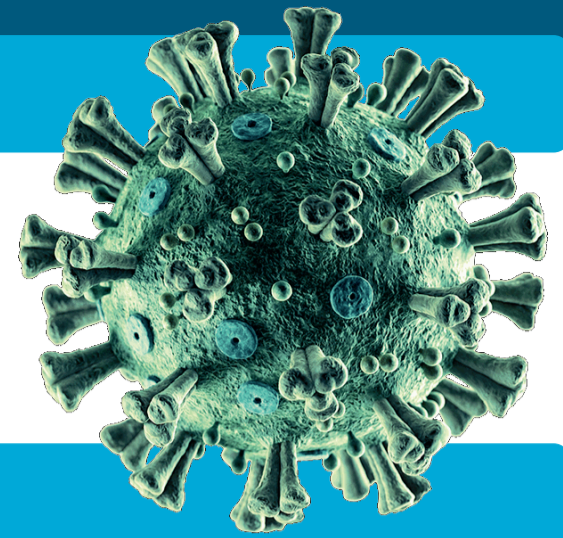


DON'T COME TO OFFICE IF:

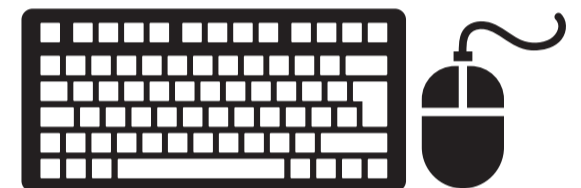
- you have any symptoms related to COVID-19
- you have had close contact with a person infected with COVID-19.



CLEANING and DISINFECTION

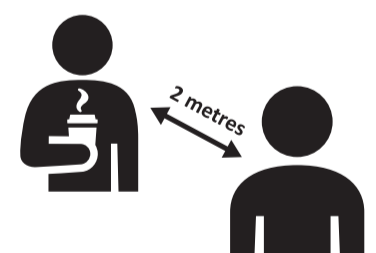
Make sure to clean surfaces regularly:

- athletic equipment
- buttons on vending machines and elevators
- door knobs and handles
- handrails
- heating, ventilation and air conditioning
- keyboards
- keypads
- phones
- equipment and tools
- switches
- tables
- any other surfaces that people touch regularly.



PERSONAL

- Clean your hands frequently – especially:
 - before handling food
 - before eating
 - after using tissues
 - after handling cash.
- Cough or sneeze into your elbow – NOT your hands.
 - Dispose tissues immediately after use.
- Keep a safe social distance – more than two metres.
- Keep a portable hand sanitizer with you.
- Don't shake hands.
- Avoid touching surfaces with fingertips or the front of your hand.
- Avoid handrails to a safe extent.
- Avoid contact with people with symptoms.
- Avoid eating undercooked food.
- Don't share tableware.



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