

YOUR COLLEAGUES NEED YOU TO



KEEP YOUR DISTANCE

Staying physically separated
reduces the risk of transmission.

- Always leave a gap of one desk.
- Stay out of crowded spaces.
- Be considerate of others.
- If you cannot avoid close contact, avoid facing directly towards others.
- Reduce contact time to 15 minutes.



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CLEAN YOUR DESK

Keeping surfaces clean
protects your colleagues.

- Use the wipes provided and be thorough.
- Focus on surfaces that you touch most often; phone, mouse and keyboard.
- Stick to the same desk where possible.
- Wash your hands after wiping.



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USE HAND SANITISER

We have provided Hand Sanitiser throughout the office please use regularly

- Use before and after you touch any door handles
- Use before and after you sit at your desk
- Use when you enter the office
- Use before you leave the office
- Use before you enter the kitchen and as you leave



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SAY IF IT'S NOT OKAY

If you find yourself in a situation where others' behaviour makes you uncomfortable, feel empowered to politely speak up.

Speak up if

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



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**ONLY USE
THIS MEETING
ROOM IF
ESSENTIAL**

Always try to make meetings virtual,
but if you can't:

- Stay as far apart as possible.
- Try to keep meetings short.
- Sit side-by-side, not face-to-face.
- Cough or sneeze into your elbow.
- Say if it's not okay.

**Working together
to protect us all
COVID-19**



**YOUR COLLEAGUES
NEED YOU TO**



**KEEP TO
MAX OF
4 IN THIS
KITCHEN**

4



**YOUR COLLEAGUES
NEED YOU TO**



**KEEP TO
MAX OF
3 IN THIS
KITCHEN**



**YOUR COLLEAGUES
NEED YOU TO**



**KEEP TO
MAX OF
2 IN THIS
KITCHEN**



**YOUR COLLEAGUES
NEED YOU TO**



**KEEP TO
MAX OF
1 IN THIS
KITCHEN**





KEEP DESK FREE FOR SAFE DISTANCING



KEEP DESK FREE FOR SAFE DISTANCING

