

To help protect ourselves and others from catching a virus, including the novel Coronavirus we all have a role to play. It is important that you care for yourself, your family and colleagues by following these key steps:

## KEEP CLEAN

Handwashing is the most important way of staying clean. Here are some tips you should follow:

- Wash your hands regularly, several times a day and when in contact with people.
- If you haven't washed your hands, keep them away from your eyes, nose and mouth - always.

Here's how to wash your hands correctly:



- 1) Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- 2) Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- 3) Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- 4) Rinse your hands well under clean, running water.
- 5) Dry your hands using a clean towel or air dry them.

If you don't have access to wash your hands immediately, you can use solutions such as alcohol based disinfectants.

### DON'T FORGET:

- ALWAYS CLEAN YOUR KEYBOARD AND WORKSTATION
- CLEAN SHARED SPACES
- IF YOU NEED TO COUGH, COVER YOUR MOUTH WITH YOUR ELBOW

## REDUCE CONTACT

This doesn't just mean reduce contact with ill people or at-risk environments, you should also:



- Avoid crowded situations including meetings. It's better to make a virtual meeting.
- Reduce kisses and handshakes especially at work.
- Make full use of smart working where applicable and in-line with company guidelines.
- Masks reduce the risk from infected people to infect others but are less effective to reduce the risk of infection.

## IF YOU SHOW SYMPTOMS

**REMEMBER: ISOLATE YOURSELF, CALL THE EMERGENCY SERVICES AND STAY CALM**



If you believe you are showing symptoms of the NOVEL CORONAVIRUS (COVID-19 disease), in case of a respiratory infection (fever, cough, shortness of breath) AND you are within 14 days of returning from China, Hong Kong and Macau, Singapore, South Korea or the Italian regions of Lombardy and Veneto OR in show symptoms following close contact with someone who has please follow this advice:

### WHAT YOU SHOULD DO:

Do NOT go to doctor offices, emergency rooms or clinics unless instructed if you believe you are showing symptoms related to COVID-19. **YOU MUST CALL THE LOCAL EMERGENCY SERVICES.**

Do NOT attempt to board any public transport as you would become a public health risk.

DO contact your HR team to explain the situation at the earliest convenience.

DO stay calm, we are here to help you.