Keep Our Workplace Safe!

Practice good hygiene



Stop hand shakes and use **non-contact** greeting methods



Clean hands at the door and schedule **regular hand washing** reminders



Disinfect surfaces like doorknobs, tables, and desks regularly

Limit meetings and nonessential travels

Use **video conferencing** instead of face-to-face meetings

When video calls are not possible, hold your meetings in **well-ventilated rooms**



Avoid touching your face and cover your coughs and sneezes



Increase ventilation by opening windows or adjusting air conditioning

and spaces Suspend all non-essential travels and trips



Stay home if...

- You are **feeling sick**
- You have a sick family member at home



Take care of your emotional and mental well-being

Outbreaks are a stressful and anxious time for everyone. We're here to support you! Reach out to hr@reallygreatsite.com anytime.

SOURCE: CDC.GOV