

WORKPLACE PREPAREDNESS REMINDERS

PREPARING FOR WORK

To avoid contamination and allow you to perform good hand hygiene:

- ❑ Avoid wearing jewelry, watch, or other non-essential accessories
- ❑ If you have long hair, tie it back
- ❑ Wear shorter sleeves and avoid neckties



Keep your facemask and alcohol/hand sanitizer handy

Make sure to bring necessary documents such as company ID, permit to work/COE, etc.



USING PUBLIC TRANSPORTATION



Avoid touching **MEN** (Mouth, Eyes, and Nose)



Avoid handshakes or touching surfaces frequently touched by other passengers



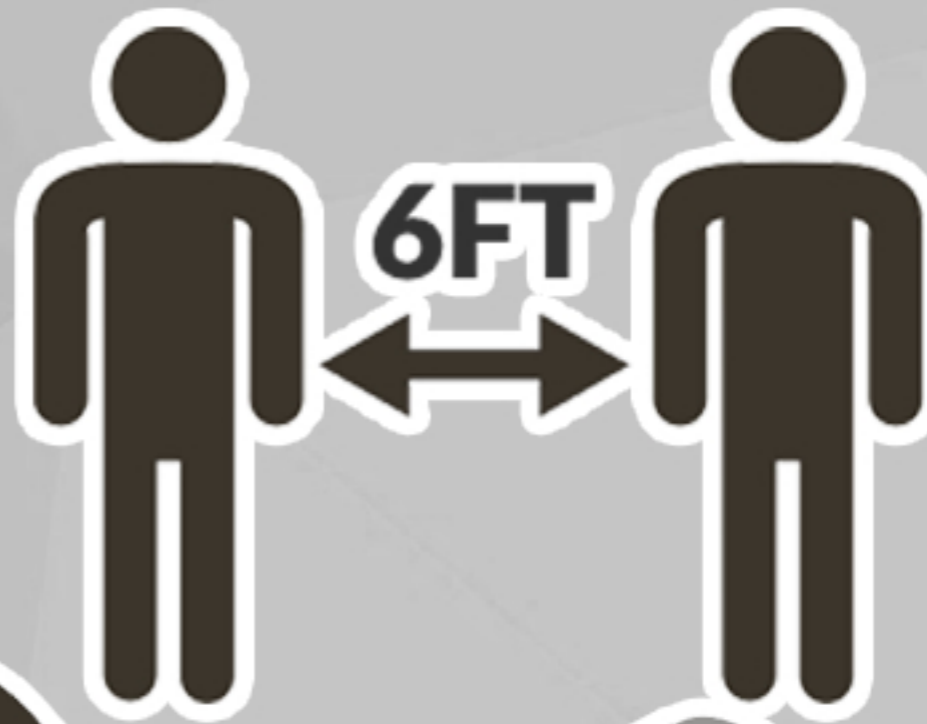
Take one seat apart from other passengers



Use the car's vents to bring in fresh air instead of the air conditioning

WHEN IN PUBLIC

Avoid crowded places and stay at least 6 feet away from others



Always use a facemask to cover your mouth and nose



Use a face shield or goggles if available



Use a tissue, cloth, or your sleeves to cover cough and sneeze



Discard used tissues in an enclosed bin



Frequently wash hands for 20 seconds



Use hand rub with at least 60% alcohol

OFFICE ENTRANCE



Check temperature at main entrances using a no-touch thermometer



Disinfect by soaking shoes on doormat with disinfectant



Sanitize hands before and after using biometric scanners

WHILE AT WORKPLACE



Clean and disinfect work stations regularly, along with phone, ID, eyewear, and any work supplies



Avoid sharing of office tools and equipment



Perform hand hygiene after touching frequently used objects and surfaces



Practice physical distancing



Consider live meetings online instead of face-to-face meetings or events



Consider alternative work arrangements such as skeleton workforce or work from home

WHEN ARRIVING HOME



Do not wear shoes from work into your home



Wash clothes worn at work separately from other clothes as much as possible



Wash hands after handling soiled clothes and shoes



Take a shower before interacting with your family



Disinfect your home regularly