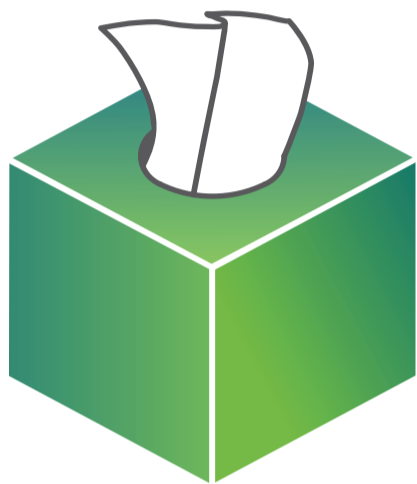


## Reducing the spread of COVID-19

- Wash your hands when you arrive at work and regularly throughout the day
- Wash your hands for at least 20 seconds
- Use hand sanitiser gel if using soap and water isn't possible



- Use tissues for coughs and sneezes, dispose of them and wash your hands
- Avoid touching your face

- Work at home where possible and try to schedule virtual meetings



- Clean keyboards, telephones and other equipment regularly

If you feel unwell and have travelled to an affected country:

- Remove yourself to an area at least 2 metres away from other people, behind a closed door if possible
- Call NHS 111, explain which country you have returned from and outline your symptoms
- Keep away from other people while you wait for advice
- Avoid touching people, surfaces and objects and cover your mouth and nose with a disposable tissue when you cough or sneeze
- If you need to go to the bathroom while you wait for medical advice use a separate bathroom if possible

