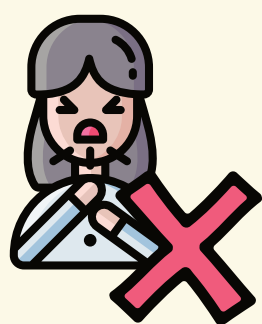


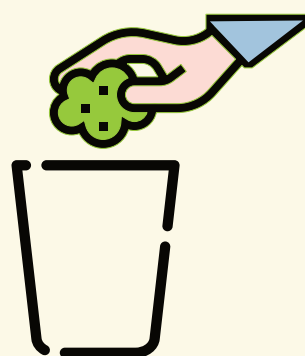
# TIPS FOR MINIMISING CORONAVIRUS SPREAD IN THE WORKPLACE

## ADVICE FOR ALL EMPLOYEES

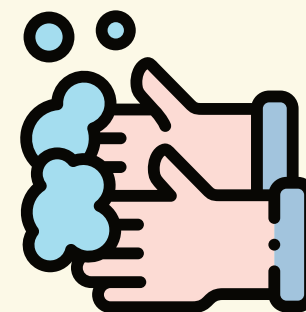


Use a tissue when coughing or sneezing.

If you have no tissue cough or sneeze into the crook of an elbow.



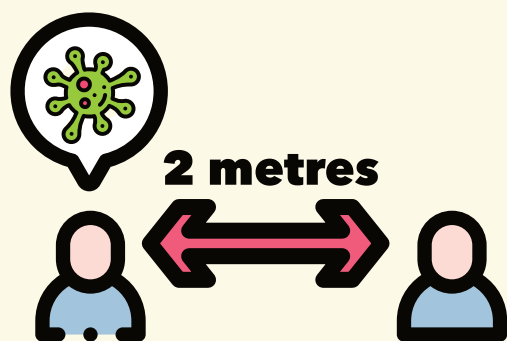
Dispose of used tissues in bin.



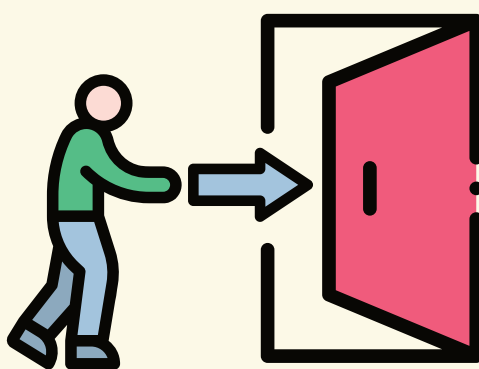
**20 seconds**

Wash hands with soap and water for at least 20 seconds or use hand sanitiser.

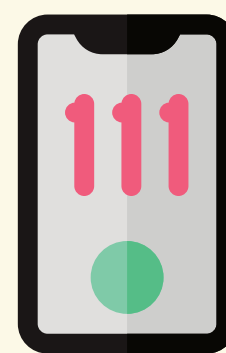
## IF YOU FEEL SICK AT WORK



Stay 2 metres from other employees and avoid touching anything.



Go to an enclosed room.  
*If possible use a separate bathroom from others*



Call NHS advice at 111.  
*Be prepared to describe your symptoms and any recent travel*

**If you feel seriously ill or believe your life is at risk call 999**