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



Avoid touching your face and cover your coughs and sneezes



Increase ventilation by opening windows or adjusting air conditioning

Limit meetings and non-essential travels

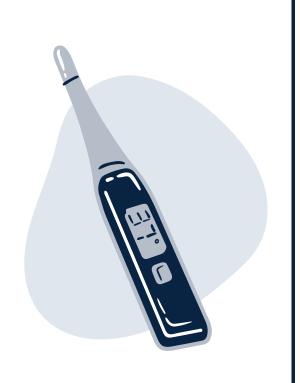
Use **video conferencing** instead of face-to-face meetings

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