

Stay safe at work

Keep a social distance

Remember to wear a face covering and keep colleagues safe by keeping a social distance of 1.5 meters.



Wash or disinfect hands

Remember to regularly wash your hands for 20 seconds and apply disinfectant gel frequently.



Wear a face covering

Please remember to wear a face covering or mask whenever you're away from your desk.



Be aware of symptoms

If you feel unwell or develop new symptoms, please opt to work from home for the next 7 days.



If you develop symptoms at work

If you develop one of the following symptoms, please leave the office **without delay**:

- 1 Continuous cough
- 2 Fever
- 3 Shortness of breath

Help limit the spread by keeping in mind:

- 1 Catch coughs
- 2 Keep a distance
- 3 Avoid public transport
- 4 Inform your manager from home

What we're doing

Disinfecting surfaces

We disinfect tables, door handles, light switches, faucets and all kitchen surfaces once per day.



Antibacterial soap

All soap has been switched to antibacterial. And we provide sanitizing hand gel stations in all bathrooms.



Chairs

Chairs at desks, in conference rooms and the cafeteria have been reduced and moved a safe distance apart.



Paper towels

We have temporarily replaced all cloth towels in bathrooms and kitchens with recycled paper products.



Air condition changes

The A/C is temporarily using only outside air. The output is limited to reduce the amount of inside airflow.



Snack bars

Content in all snack bars is limited to fresh fruit or individually wrapped items. Please wash fruit before eating.

