

# Managing workplace exposure to COVID-19

Businesses and employers play an important role in helping to stop the spread of COVID-19. Follow these workplace tips to keep yourself, your co-workers, and your community safe.

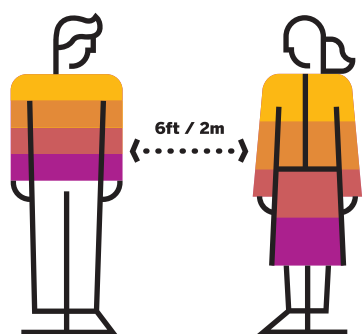
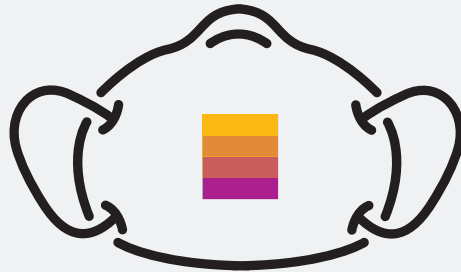


## Hand washing

Wash your hands regularly and thoroughly with soap and water, taking at least 20 seconds. Keep hand sanitizer around the workplace and use it regularly.

## Respiratory hygiene

Cough or sneeze into the bend in your elbow or a paper tissue. Throw away tissues immediately into a closed bin and wash your hands. Follow advice from authorities in your community about wearing face masks.



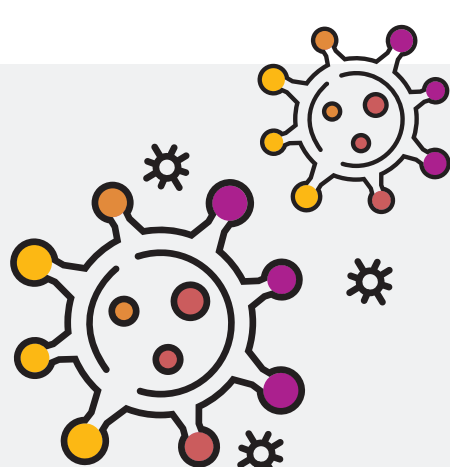
## Physical distancing

Make sure you're keeping space between yourself and others. Avoid handshakes and other greetings that involve touch. Follow the advice for your country:

-  **US:** 6 Feet
-  **AUS:** 1.5 Metres
-  **UK:** 1 Metre
-  **WHO:** 1 Metre/3 Feet

## Stay home if you're unwell

If you have a cough, headache, or mild fever, stay home. If you have a fever, cough, and difficulty breathing, seek medical attention.

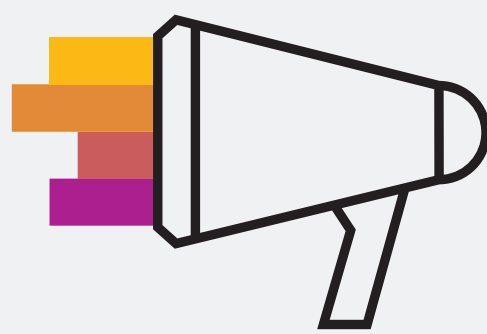


## Cleanliness

Wipe surfaces such as meeting room tables and objects such as keyboards regularly with disinfectant. Provide paper tissues and closed bins for workers and visitors to the workplace. Avoid touching your eyes, nose, and mouth.

## Share information

Display posters around the workplace as reminders to wash hands and practice good respiratory hygiene. Keep up to date on coronavirus information from trusted sources and authorities in your community. Talk to your supervisor, human resources or health and safety representative if you have concerns about COVID-related risks in your workplace.



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