

# COVID-19 :Do's & Don'ts At the workplace



**Keep min. 1.5 meters distance**



**Wash your hands with water & soap frequently**



**Cough & sneeze into your elbow**



**Use tissues only Once & dispose In closed bins**



**Leave the middle seat free to keep distance**



**Consider wearing a face mask**



**Do not shake hands & no hugs**



**Do not touch mouth, nose, eyes**



**Do not use crowded lifts**



**Avoid touching office surfaces**



**Avoid crowded spaces**



**If ill, stay at home**



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