

NEW



#Coronavirus

10 MANDATORY BEHAVIOURS TO FOLLOW

Updated to 04/05/20

- 1.** Wash your hands often with soap and water or with alcohol-based gel. Do not touch your eyes, nose or mouth with your hands
- 2.** Always keep at least one metre away from other people, even if you are outside.
- 3.** Always wear a face mask when you are indoors with others (e.g. in offices, coffee areas, canteen, corridors,...).
- 4.** Do not gather in groups (e.g. in coffee areas, changing rooms) and reduce your movements inside the company to a minimum.
- 5.** Do not set up/take part in physical meetings; use video conferences or phone calls instead. All national and international travel is forbidden.
- 6.** If you have a temperature of more than 37.5%, stay at home and contact your family doctor and the health authorities.
- 7.** If you experience flu-like symptoms while at work, tell your manager, making sure to stay at a suitable distance from other people.
- 8.** Do what you can to ensure that fresh air circulates as much as possible in rooms.
- 9.** Keep your work station as clean and tidy as possible, and as empty as possible to help sanitisation operators.
- 10.** Throw used face masks and gloves into the dedicated R10 bins, to be found in the production and reception areas.

