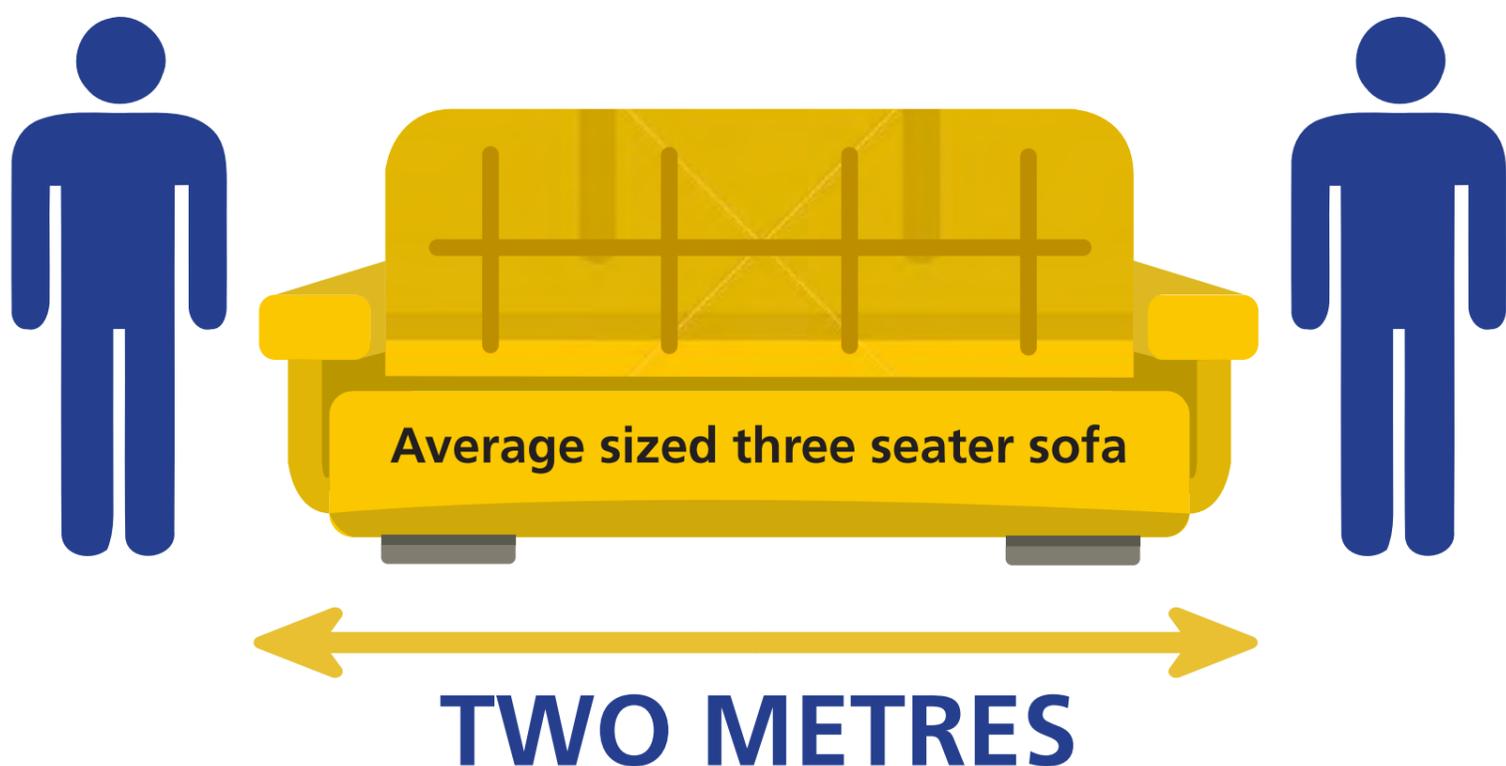


## OFFICE ETIQUETTE

- Ensure you are at least **two metres** away from other individuals in the office
- **Wash your hands regularly** for at least 20 seconds, using water and soap
- Ensure you clean any work surfaces, phones and IT equipment **before** and **after** use
- Ensure you sit side-by-side or back-to-back in office areas, avoiding being positioned face-to-face where possible
- Only use equipment in your space where possible (e.g. avoid picking up other people's phones)
- Keep desks as clear as possible
- Be mindful of social distancing when moving around the office and using shared devices, such as printers

## LEAVING THE OFFICE

- Remember to switch off lights when leaving the office
- Remember to close any windows and blinds when leaving the office to maintain security of the building



**ALWAYS PRACTISE GOOD HAND HYGIENE**