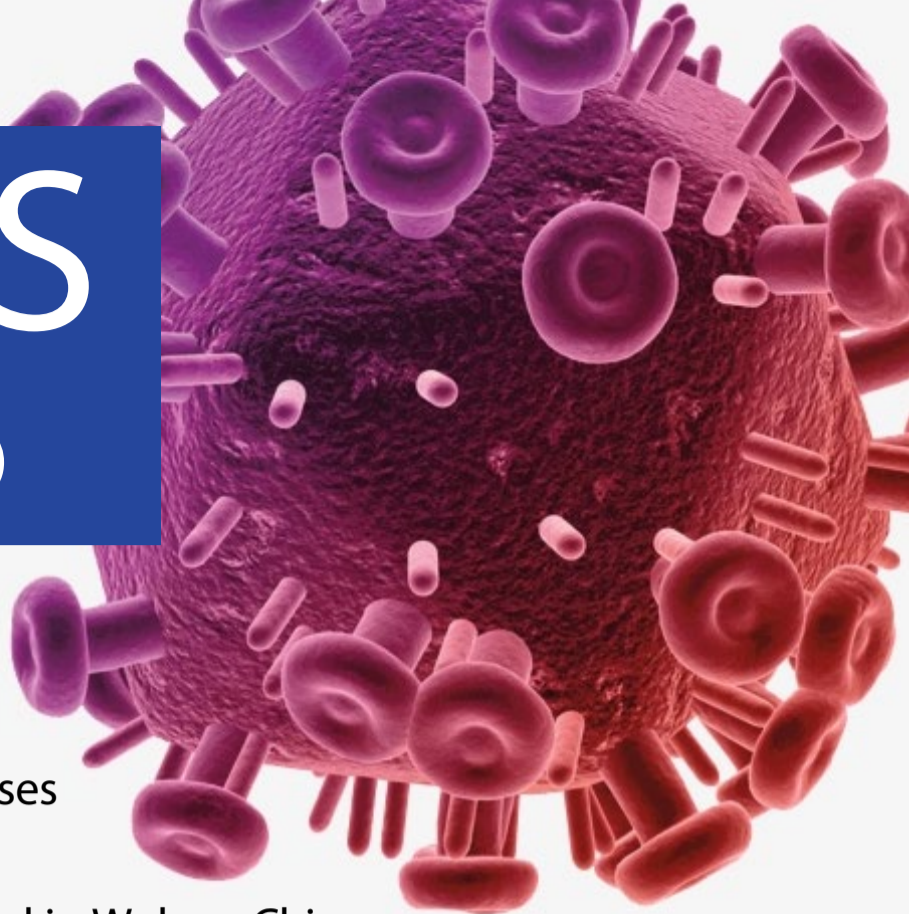


# CORONAVIRUS OFFICE RULES



## WHAT IS CORONAVIRUS?

- Coronavirus is a large family of viruses that cause a variety of diseases including colds to serious illnesses such as SARS-CoV.
- Coronavirus (COVID 19) is a new strain of coronavirus that originated in Wuhan, China.
- COVID 19 is a new illness that affects your lungs and airways.
- COVID 19 is spread person to person through small droplets when the infected person coughs or exhales. This is why it is important that you stay more than 2 meters away from anyone who is sick and clean your hands regularly. COVID 19 is not spread through the air.

## OFFICE RULES



Speak to your Line Manager to see if Home Working is feasible. If so, please stay at home



Please use hand sanitiser before entering



Please bring your own lunch and not leave to visit the local shops

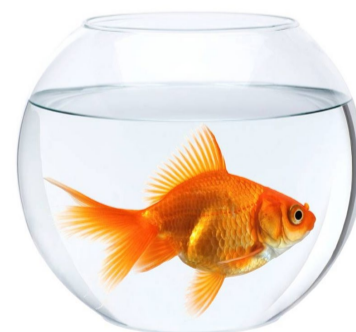


hot-desking  
No Hot Desking



We operate an every other desk policy. You should never sit next to or opposite someone

Please leave windows open to allow adequate ventilation throughout the building



The Fish Bowl has a maximum occupancy of 3

## HOW CAN I PROTECT MYSELF?

- Wash your hands often with soap and water for at least 20 seconds
- Avoid touching your eyes, nose or mouth with unwashed hands
- Stay at home if you have any symptoms of COVID 19



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If you need advice please speak to your SHEQ Advisor.



TITHEGROVE LIMITED