

PREVENT THE SPREAD OF GERMS IN THE OFFICE

DO YOUR PART TO CURB THE SPREAD OF GERMS AROUND THE WORKPLACE

HERE ARE A FEW TIPS TO REMEMBER WHILE AT THE OFFICE



COVER YOUR MOUTH AND NOSE WHEN SNEEZING OR COUGHING

Cough or sneeze into a tissue, then throw it away; if you do not have a tissue, use your arm or sleeve instead.



CLEAN YOUR HANDS OFTEN

Wash your hands with soap and water, vigorously rubbing the front and back for 20 seconds. Alternatively, use alcohol-based hand sanitisers and rub your hands until they are dry.



CLEAN SHARED SURFACES AND EQUIPMENT FREQUENTLY

Use disinfectants to clean commonly touched items such as doorknobs, faucet handles, copy machines, coffee pot handles, desktops, handrails, microwave buttons, keyboards and elevator buttons.



AVOID TOUCHING YOUR EYES, NOSE OR MOUTH

The average adult touches his or her face once every three or four minutes, which serves as an entry point for germs. Keep hand sanitiser at your desk for use as required.



STAY HOME WHEN SICK AND CONSULT A HEALTHCARE PROVIDER WHEN NEEDED

When you are sick or have flu symptoms, stay home and get plenty of rest. Be sure to speak to a healthcare provider if the need arises.



WITH SOLACE YOU'RE NOT ALONE