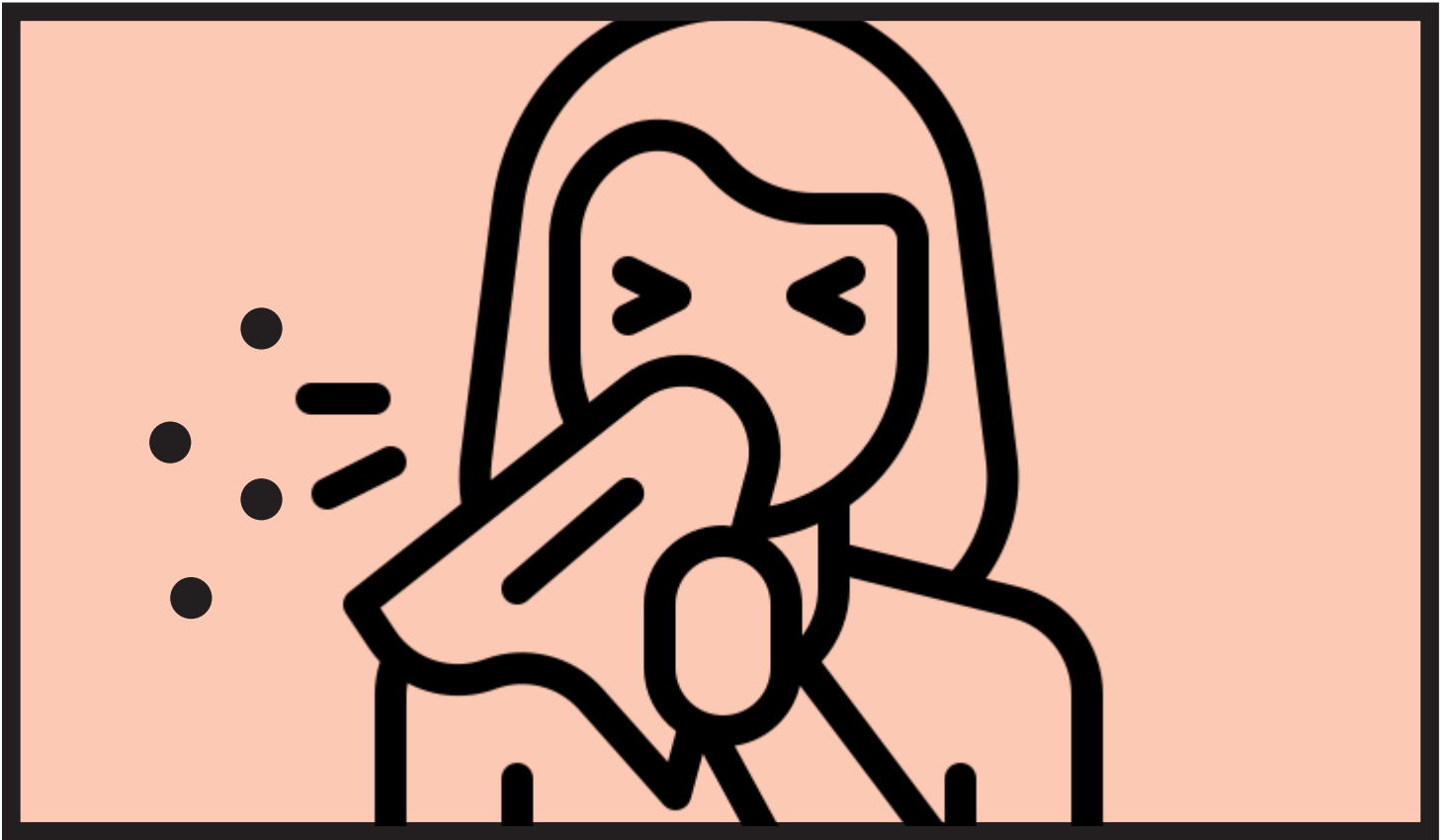


hygiene

- Stay home when you're sick
 - Catch coughs and sneezes
 - Wash your hands often with soap and water
 - Use sanitizer
 - Clean high-touch surfaces frequently
-
- Don't touch your face with unwashed hands: eyes, nose, or mouth
 - Use gloves if instructed
 - Don't share food
 - Don't share phones / desks tools / equipment

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coughs & sneezes



CATCH IT
Sneeze or cough
into a tissue



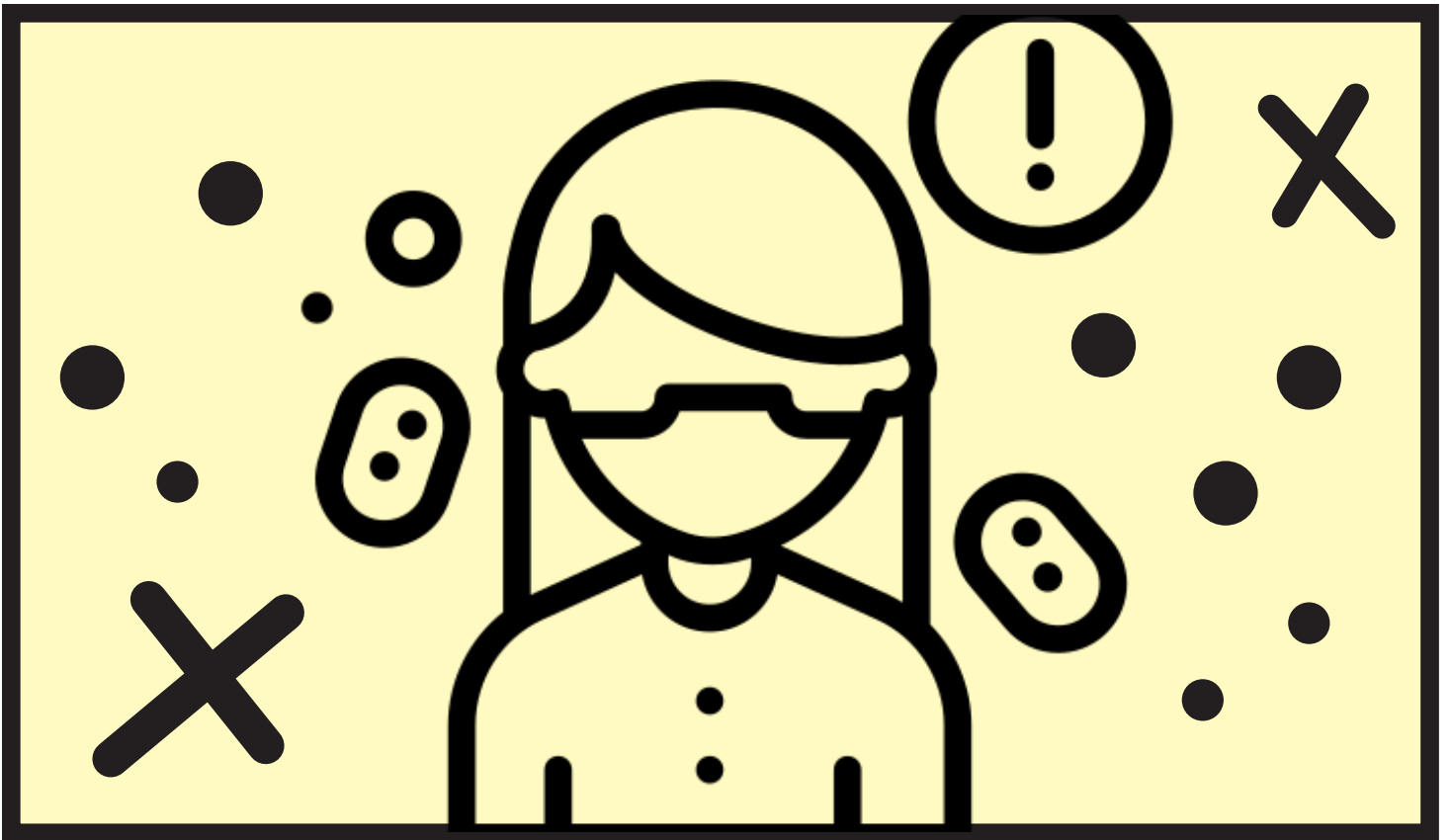
TOSS IT
Put your tissue
into a touchless
garbage
immediately



KILL IT
Wash your hands
right after –
soap and water
for 20 seconds!

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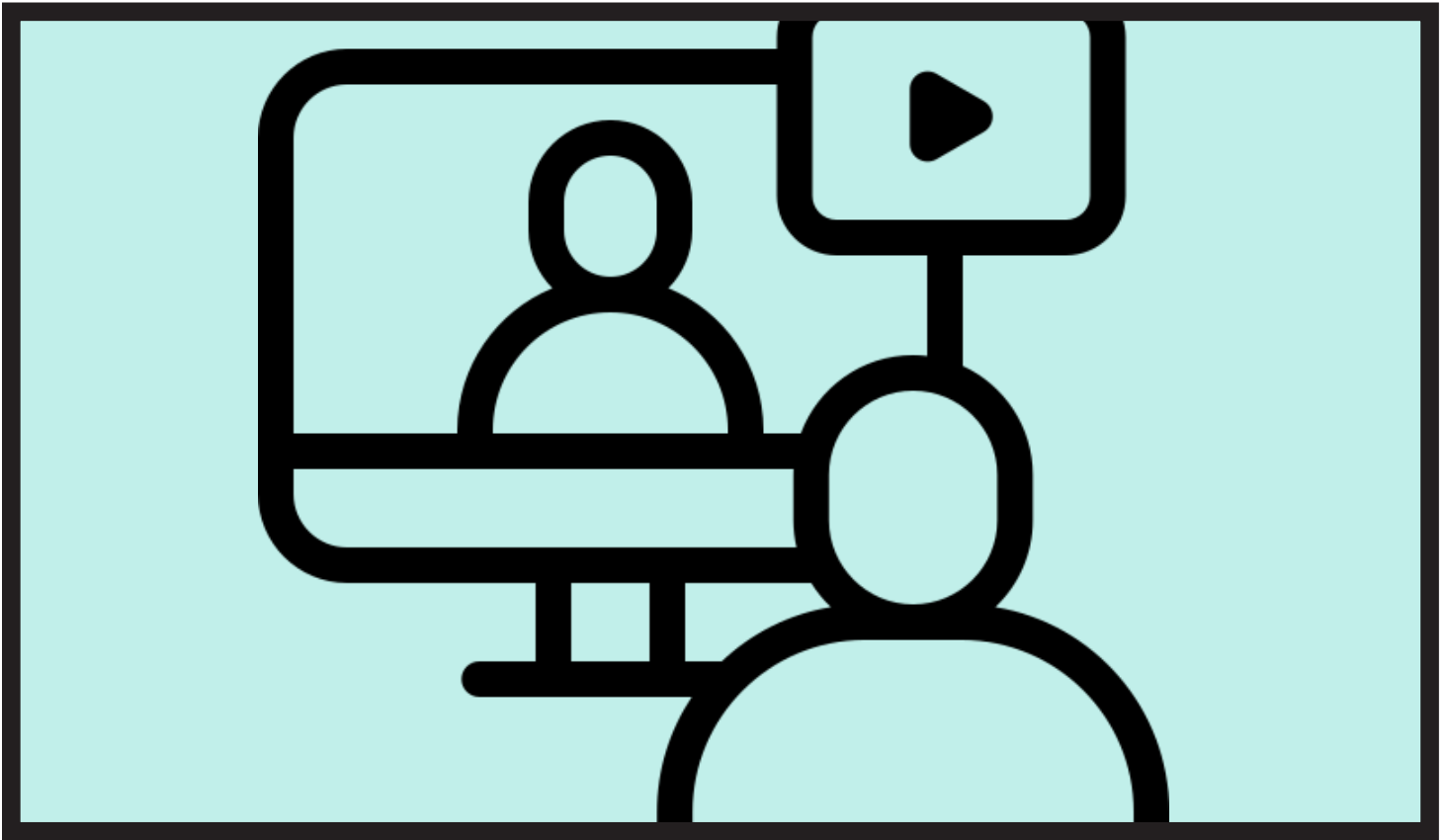


please don't visit if you're sick

Help prevent the spread of illness:

Please do not visit today if you have any symptoms of being sick, or if you have travelled internationally within the last 14 days.

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workplace flexibilities

You have the right to miss work if:

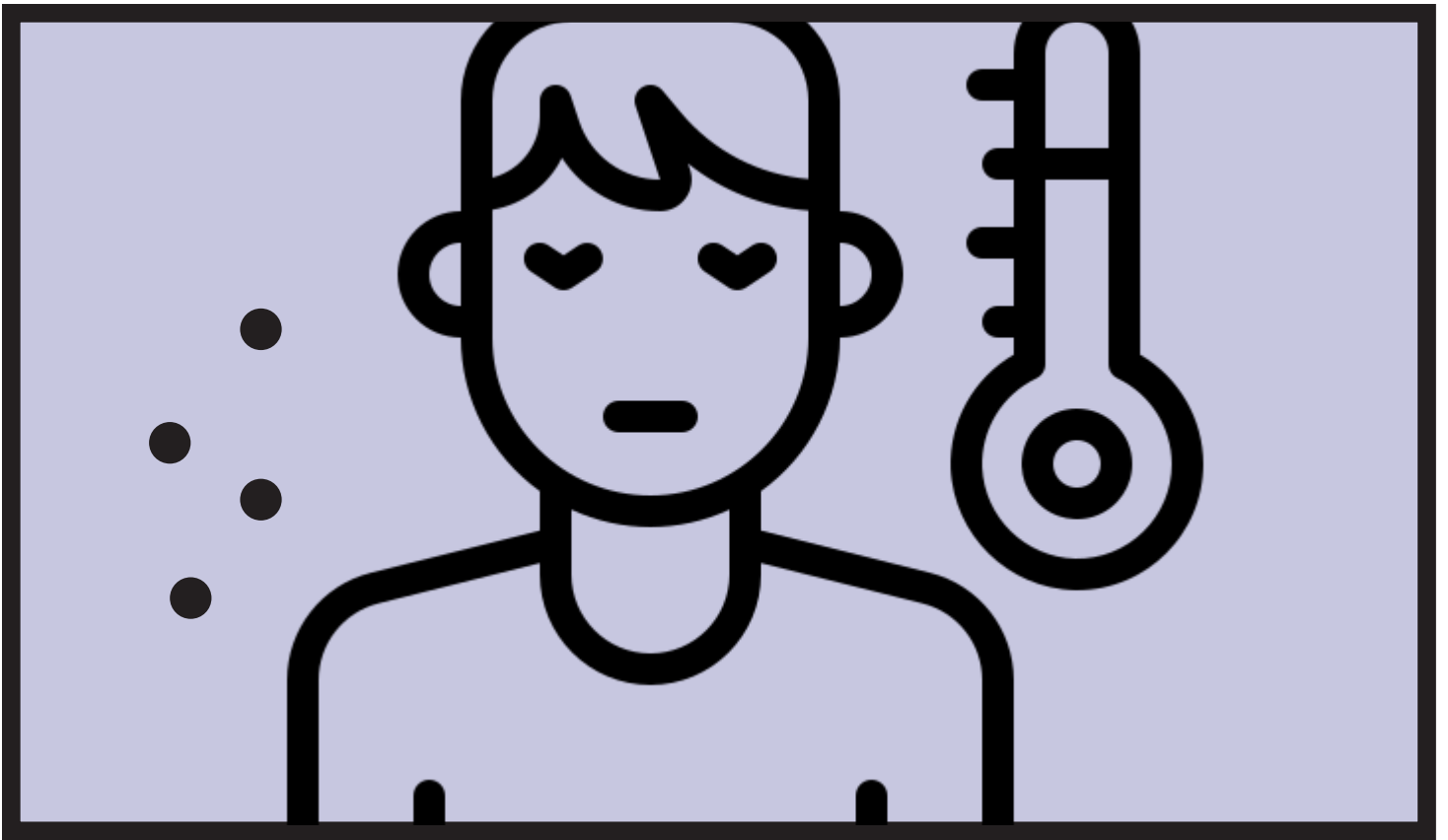
- You are sick
- You need to care for someone who is sick
- You need to care for children



- Please practice “social distancing” in your work area
- Staggered work shifts may be available – ask questions
- Can the service you provide be delivered remotely?
- Working from home – it’s a priority
- Flexible hours may be scheduled
- Minimize gatherings by cross-training – let’s talk

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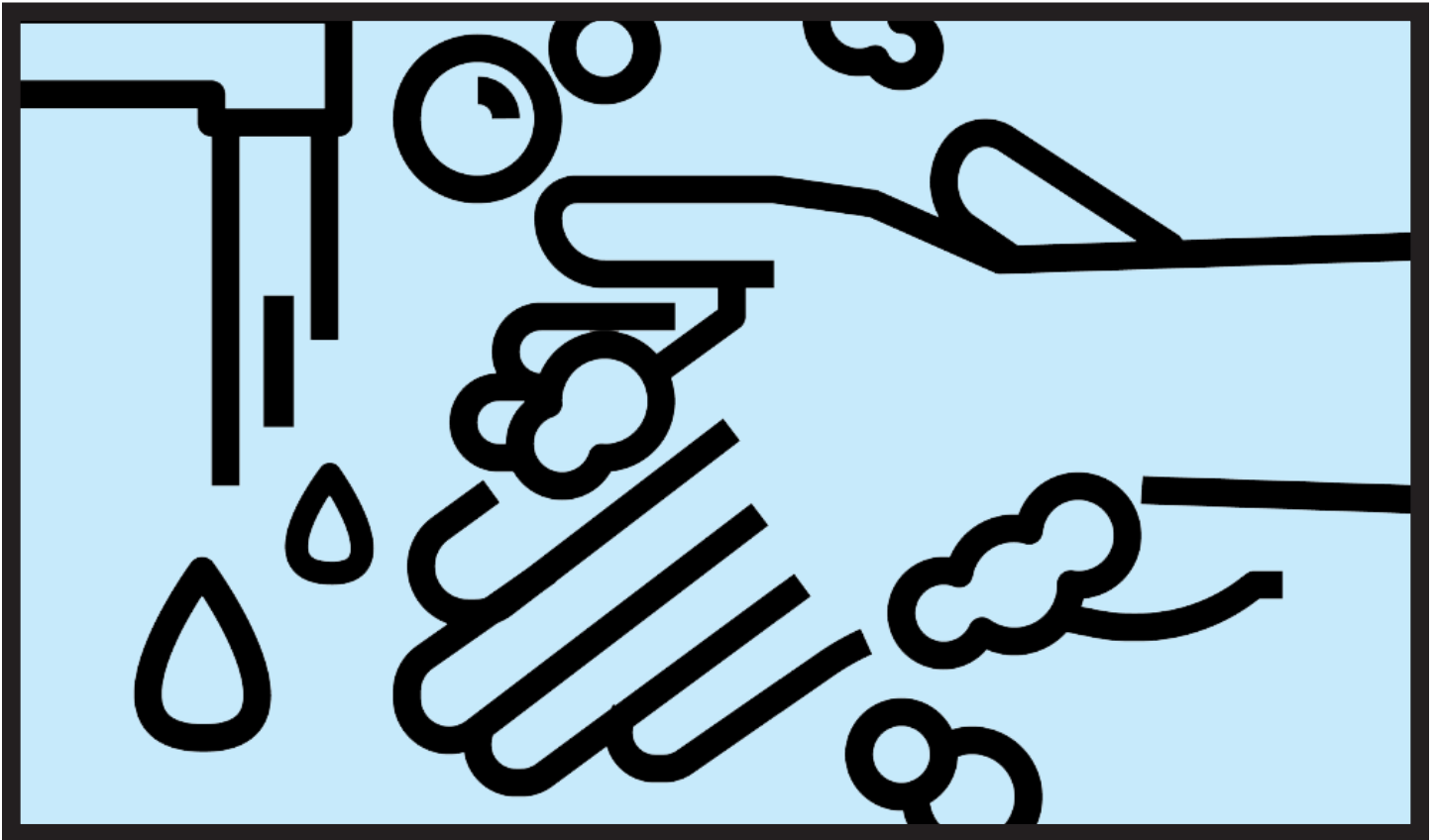
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self assessing & reporting

- Stay home if you're sick
 - Go home if you're sick
 - Self-isolate if you're sick
- ⋮
- Report any concerns in the workplace
 - We will not require doctor's notes if you need to miss work

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hand washing

Wash hands with soap and water

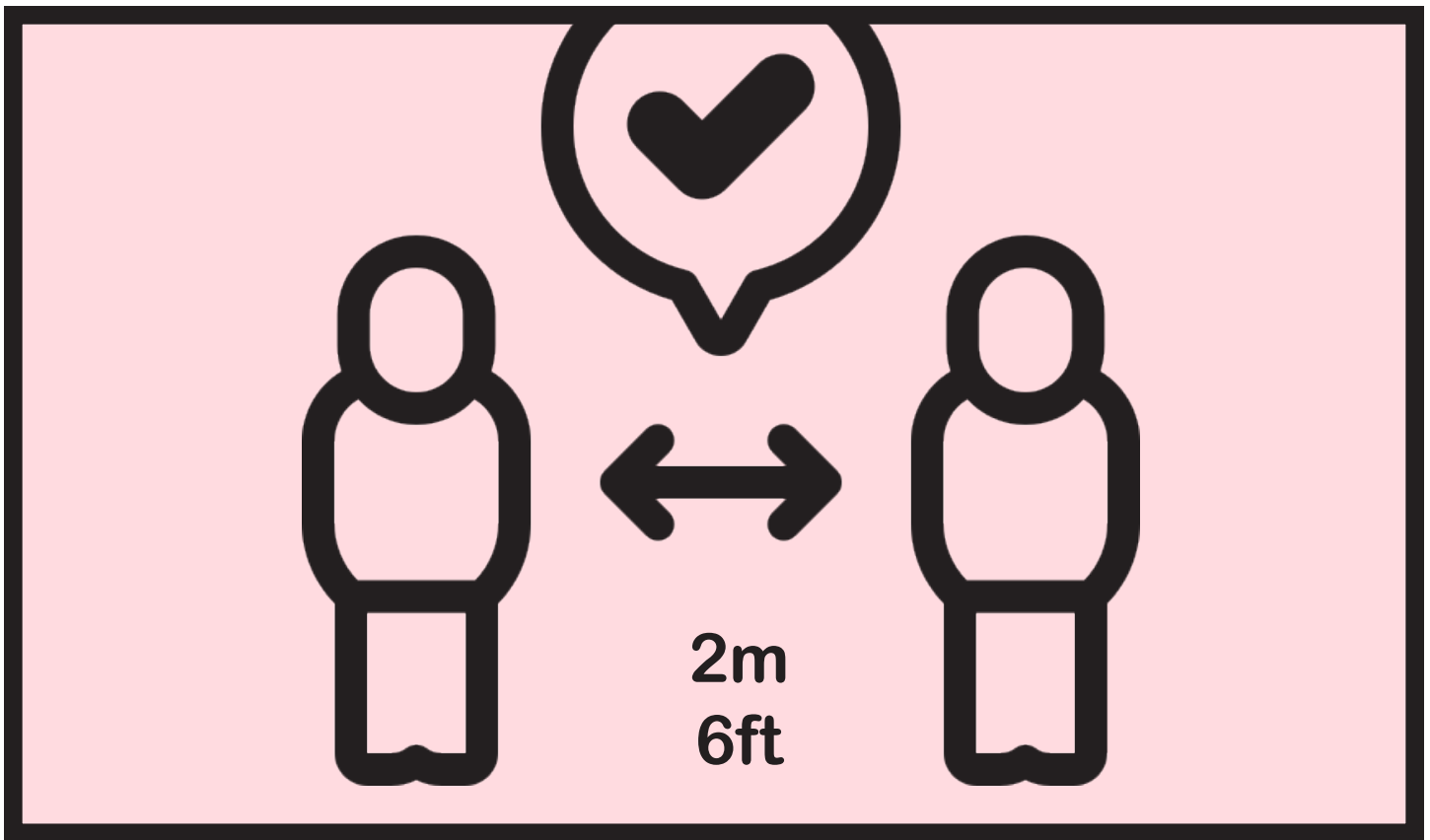
1. Wet
2. Lather (including under your nails)
3. Scrub and rub for 20 seconds
4. Rinse well
5. Dry well using a clean towel or air dryer

Key times to wash

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick
- Before and after treating a cut or wound
- After using the toilet
- After changing a diaper or helping someone use the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal food, or animal waste
- After handling pet food or pet treats
- After touching garbage

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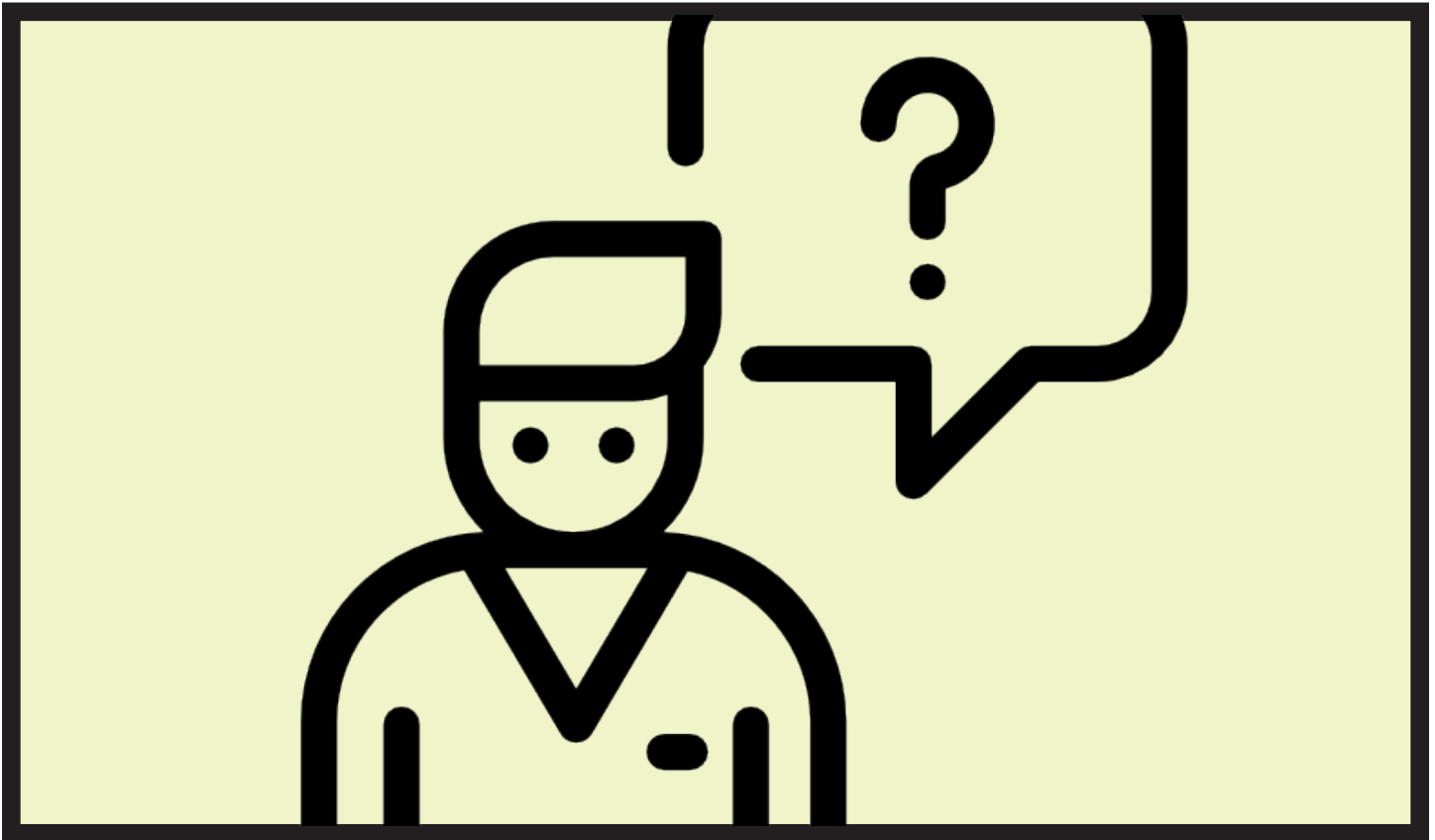


social distancing

- **Keep Your Distance!**
 - Stay 2 m / 6 feet away from others
- **Don't shake hands to greet**
- **Avoid gatherings**
 - Eat lunch sitting alone
 - Enjoy your break time sitting alone
 - Don't have in-person meetings unless essential
- **Lunchrooms / meeting rooms / gathering spaces**
 - Are closed unless essential
 - No lingering
- **When in smaller closed rooms or confined spaces**
 - Keep Your Distance! Stay 2 m / 6 feet away from others
 - Remain confined for as little time as possible
- **No unnecessary visitors**
 - No guests
 - If customers are allowed on site, "One customer inside at a time, please"
- **Arrange for touchless pick-ups and drop-offs**
 - whenever possible (customers/deliveries)

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need to talk?

- Do you have questions?
 - Benefits
 - Your rights as an employee
 - You need to miss work
 - Government programs
 - Flexible work arrangements
- Ask your supervisor!

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