

General Office Work - COVID-19

Exchanging objects or documents



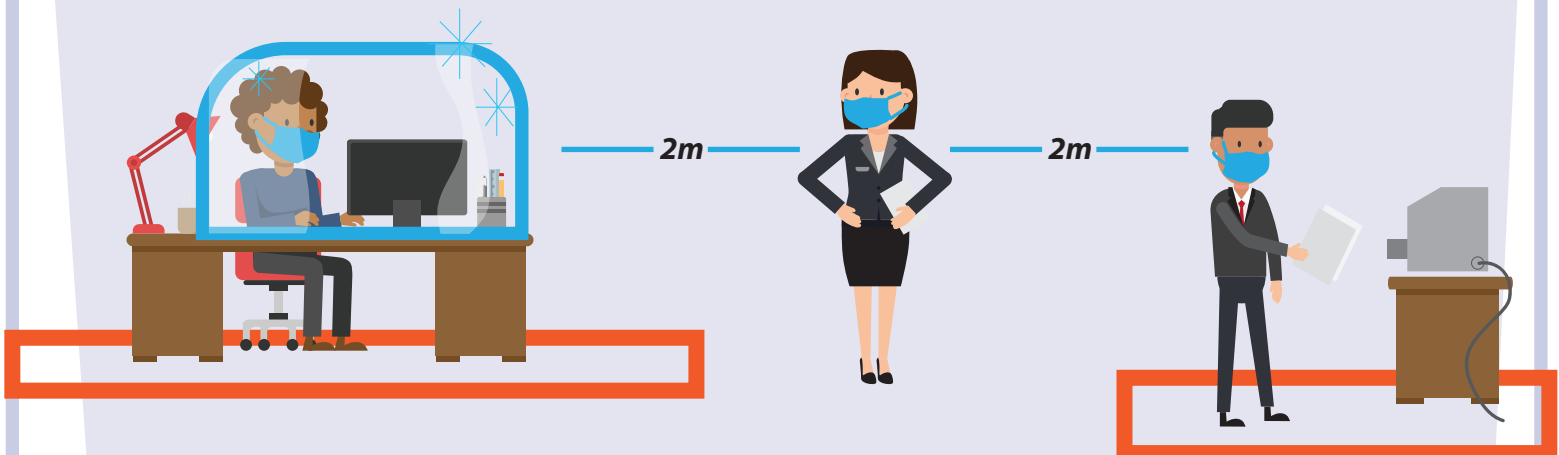
Stay 2 metres away from the other person. Set the object down two metres away, or in a place they indicate you are to do it. Step away. Let them step forward and retrieve object. Wash your hands as soon as possible, or sanitize immediately.

Walk 2m apart



Using coloured tape, mark off two metre distances in corridors to help people stay apart.

In the office



Mark off two metres around individual workspaces.
Mark off two-metre distance around shared resources like printers and photocopiers.
All communication must be 2 metres away except in special circumstances.

More information @ www.cfmws.com/ohs