

Protect Yourself

Practice social distancing by keeping two meters away from others. Don't forget this also applies during lunch, breaks and meetings.



Wash your hands regularly and follow handwashing procedures. If you don't have access to soap and water, you can use hand sanitizer.



Avoid touching your eyes, nose and mouth.



Cough and sneeze in your sleeve and use disposable tissues.



Protect Your Work Area

Ensure what you work with is clean. Wash the things you use for work using the appropriate surface cleaner.



Make sure the phone, keyboard, keypad, and other tools you use for work are clean before you handle them.



Clean the work surfaces at your work before you begin using them, and regularly thereafter.

Protect the Workspace you Share

Ensure the workplace you share with others is safe. Clean all surfaces and objects which you share with others.

Don't forget to clean doorknobs, light switches, countertops. Before each interaction with another person, ensure you have cleaned the surfaces they will touch to help avoid contamination.



Look out for Symptoms

Symptoms may include:

- ◆ cough
- ◆ fever
- ◆ difficulty breathing
- ◆ pneumonia in both lungs



Help with Preventative Measures

You can help stop the spread of COVID 19 by checking to see that all preventative measures for your workplace are in place.

Discuss with your manager if something is misplaced or missing.



Respond as the Situation Arises

Stay home if you are sick or might be sick. Follow the Public Health Agency of Canada's steps for self assessment and inform your manager/supervisor.

Remain calm and supportive.

Practice these rules and encourage others to practice them with you.



Follow these steps. Do your share to help keep yourself and those around you remain safe here at work. If have concerns do not hesitate to discuss them with your manager/supervisor.

