**How to stay healthy in the workplace**

**DOs ✓**

- Ensure your workplaces are clean and hygienic. Regularly disinfect surfaces like desks, tables, keyboards and telephones.
- Make sure tissues are available for those who develop a runny nose or cough, and that there are closed bins to dispose of them.
- Consider when a face-to-face meeting or event is really needed. Replace with a teleconference or online event if possible.
- Promote regular hand-washing. Make sure that staff, contractors and customers have access to places where they can wash their hands with soap and running water.
- If COVID-19 starts to spread in your community, make sure that customers, employees and contractors know they should stay at home if they develop a mild cough or fever.

**DON'Ts ×**

- Don’t disguise or mask symptoms if you develop them. Inform your workplace and your local health authority if you think you have COVID-19.
- Don’t ignore instructions from national authorities if you have to travel for business.
- Don’t stigmatise or discriminate against people who may be at risk. This could include people who have recently travelled to an area reporting cases, staff or co-workers who have conditions that put them at higher risk of serious illness, or those who cough or have fever.
- Don’t send employees who might be at higher risk of developing severe illness to areas where COVID-19 is spreading.
- Don’t disguise or mask symptoms if you develop them. Inform your workplace and your local health authority if you think you have COVID-19.

**COVID-19 PREVENTION**

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