

Returning to work - Prevention measures before going to and while at the office

It is important that we all follow COVID-19 preventive measures to support the health of our employees and customers and prevent the spread of COVID-19 when returning to work.

The COVID-19 virus is spread through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs, potentially resulting in a COVID-19 viral infection. Do not come to work if you have any COVID-19 symptoms!

Employees are encouraged to follow infection prevention practices whenever possible:¹

- **Wear a face mask**

If you are or believe you may be infected with COVID-19, a mask is not enough to prevent you from potentially infecting other people in the workplace. Face masks are intended to reduce the potential for the user to transmit the virus to others around him/her.

If you want to know how to wear a face mask correctly, click [here](#).

- **Maintain social distancing**

Social distancing means keeping space between yourself and other people around you. Stay at least 6 feet or 2 meters away from other people and do not gather in groups. Stay out of crowded places and avoid mass gatherings. It is especially important for people who are at higher risk of getting sick.

Do not sit across from each other at a table/desk and avoid close contact. Conduct virtual meetings where possible, if virtual meetings are not possible limit meeting attendance to 10 or less people (in a large room).

- **Follow sneezing and coughing etiquette**

To help prevent infection spread, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw away used tissues in the trash right after use and immediately wash your hands with soap and water for at least 20 seconds or clean your hands with hand sanitizer (that contains at least 60% alcohol).

- **Avoid touching your face, mouth, eyes, nose**

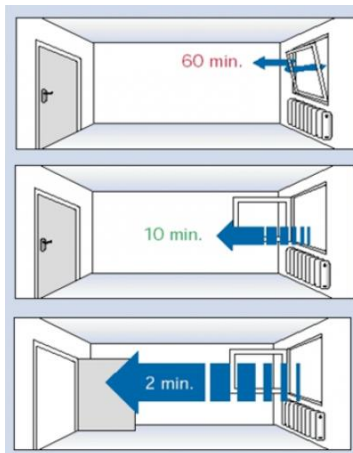
By touching your eyes, nose and mouth, you can get virus on your hands. Then by touching surfaces, the virus can be transferred to the hands of another person who can be infected if they touch their eyes, nose or mouth.

- **Wash your hands frequently** with soap and water (for 20 seconds) or **use hand sanitizer** if washing facilities are not readily available (must contain at least 60% alcohol)

- **Regular ventilation reduces the risk of infection**

Ventilation promotes a good room climate and, due to the higher humidity, prevents the mucous membranes of the mouth and nose, which are important for defense against pathogens, from drying out. Open the windows regularly and reduce the fan speed of the air conditioning.

¹ For more infection prevention measures watch the restart guide video below



Prevention at home and before coming to work

It is important that only healthy employees, who do not have any COVID-19 symptoms, come to the workplace in order to prevent infection of the larger team. To ensure you are healthy, please monitor your health status and conduct a self-examination for COVID-19 symptoms every day before traveling to work:

- Cough
- Fever
- Tiredness or exhaustion
- Difficulty breathing

Please **DO NOT** come to work if you are sick or experiencing any COVID-19 symptoms.

When waiting at a pickup point, using public transportation or walking to work, you may encounter a number of people in close proximity. Read more on the guidelines for public transport [here](#). If you are driving to work with colleagues (carpool) wear face masks in the car during the drive to work.

When coming to work, other colleagues may be arriving at the same time, and there is potential to be in close proximity (e.g., at the turnstile, waiting in line to clock or swipe in, etc.).

Using the elevator can present a scenario with many people in the area at the same time and the need to touch the elevator buttons. Use a tissue or disinfectant wipe to push the buttons or use hand sanitizer after exiting the elevator. Whenever possible, the site will limit the number of persons in the elevator to maintain reasonable social distancing.

Prevention in common gathering points, cafeterias, canteens and break rooms

Eating in the cafeteria, canteen or break room is an activity where we need to practice very good social distancing and disinfection, because face masks cannot be used while eating or drinking, and there are common surfaces people touch, sit on or prepare their meals at.

Common gathering points, such as the water cooler, break room, smoking area, or pantry, present opportunities for employees to be in close proximity and infection to be spread by common surfaces. Therefore, disinfect all surfaces you used/touched and wear your face mask whenever leaving the office and going to common gathering points. Also always follow the infection prevention practices.

We are #hereforyou and our employees' health and safety continues to be our top priority.

Watch the comprehensive COVID-19 restart guide video [here](#).