

YOUR COLLEAGUES NEED YOU TO



**KEEP YOUR
DISTANCE**



**WASH YOUR
HANDS & CLEAN
YOUR DESK**



**MAKE
MEETINGS
VIRTUAL**



**SAY IF IT'S
NOT OKAY**



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Working together
to protect us all
COVID-19



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YOUR COLLEAGUES NEED **YOU** TO



CLEAN YOUR DESK

Keeping surfaces clean
protects your colleagues.

- Use the wipes provided and be thorough.
- Focus on surfaces that you touch most often; phone, mouse and keyboard.
- Stick to the same desk where possible.
- Wash your hands after wiping.

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**CLEAN
YOUR
DESK**

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YOUR COLLEAGUES NEED **YOU** TO



KEEP YOUR DISTANCE

Staying physically separated
reduces the risk of transmission.

- Always leave a gap of one desk.
- Stay out of crowded spaces.
- Be considerate of others.
- If you cannot avoid close contact,
avoid facing directly towards others.
- Reduce contact time to 15 minutes.



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**KEEP
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MAKE MEETINGS VIRTUAL

Reducing the number of people you interact with limits the spread of the virus.

- Keep face to face meetings to a minimum.
- Use technology to have digital meetings.
- Only move around the building if essential.
- Try using screen sharing services (e.g. Skype) to hold meetings.



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**YOUR COLLEAGUES
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**KEEP TO
MAX OF
1 IN THIS
KITCHEN**



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**YOUR COLLEAGUES
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**KEEP TO
MAX OF
2 IN THIS
KITCHEN**



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**YOUR COLLEAGUES
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**KEEP TO
MAX OF
3 IN THIS
KITCHEN**



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**YOUR COLLEAGUES
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**KEEP TO
MAX OF
4 IN THIS
KITCHEN**



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**YOUR COLLEAGUES
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**KEEP TO
MAX OF
5 IN THIS
KITCHEN**



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**YOUR COLLEAGUES
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**KEEP TO
MAX OF
6 IN THIS
KITCHEN**



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**YOUR COLLEAGUES
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**KEEP TO
MAX OF
7 IN THIS
KITCHEN**



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**YOUR COLLEAGUES
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**KEEP TO
MAX OF
8 IN THIS
KITCHEN**



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**YOUR COLLEAGUES
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**KEEP TO
MAX OF
9 IN THIS
KITCHEN**



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**YOUR COLLEAGUES
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**KEEP TO
MAX OF
1 IN THIS
LIFT**



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**YOUR COLLEAGUES
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**KEEP TO
MAX OF
2 IN THIS
LIFT**



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**KEEP TO
MAX OF
3 IN THIS
LIFT**



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**KEEP TO
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**KEEP TO
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**YOUR COLLEAGUES
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**KEEP TO
MAX OF
1 IN THIS
ROOM**



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**KEEP TO
MAX OF
2 IN THIS
ROOM**



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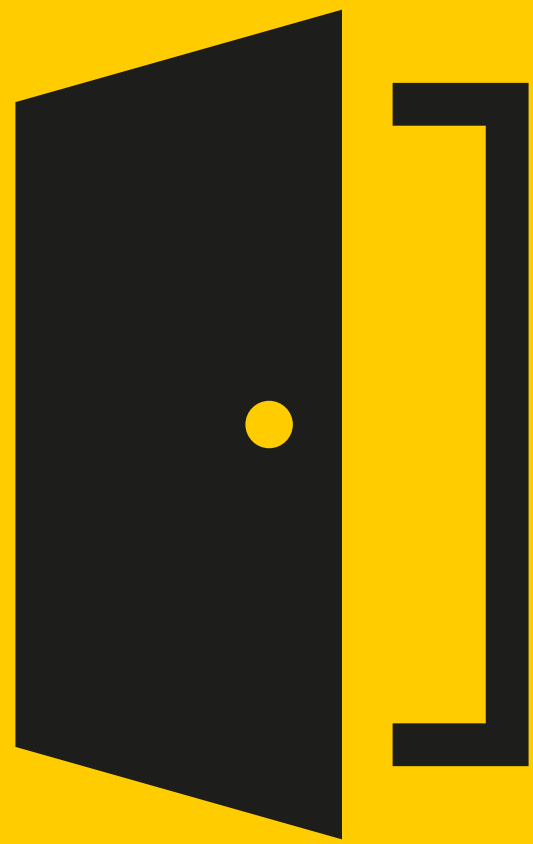
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MAX OF
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ROOM**



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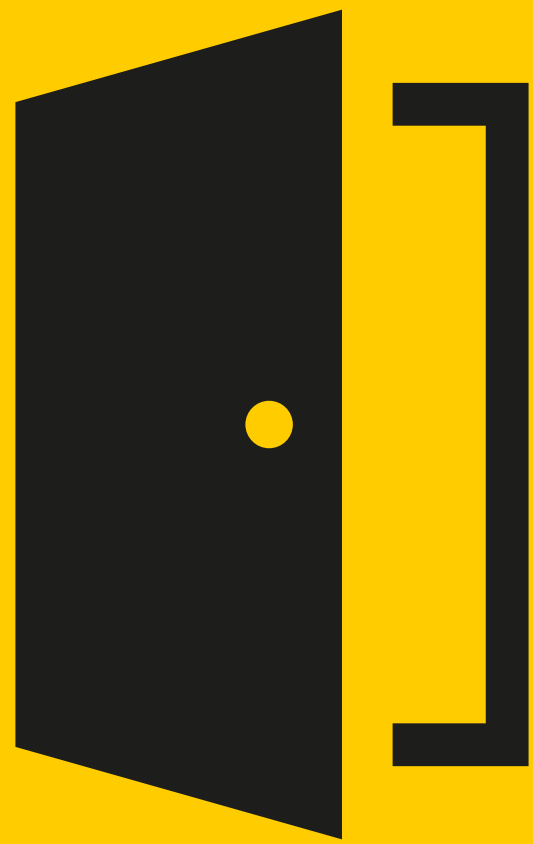
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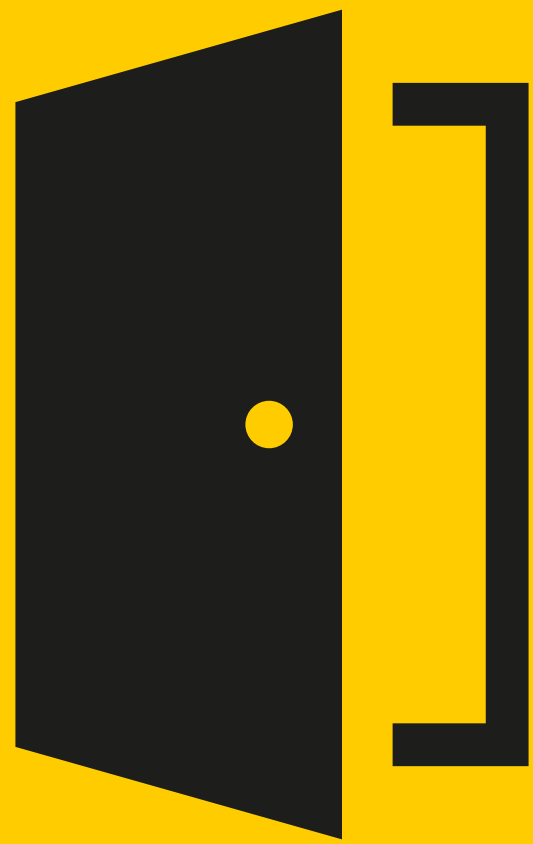
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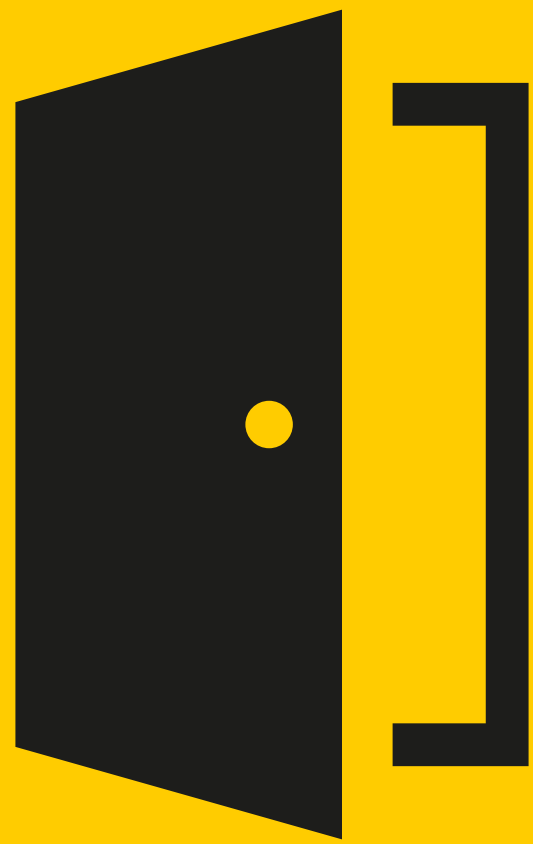
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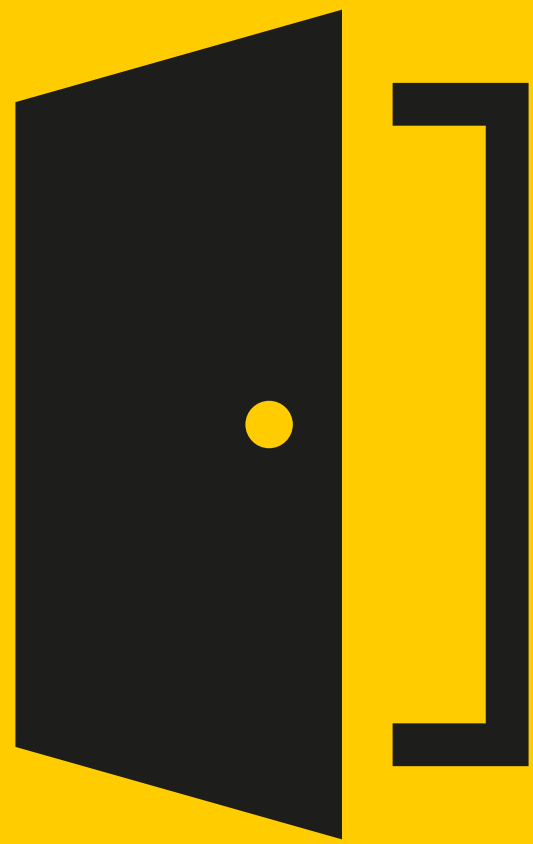
**KEEP TO
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**KEEP TO
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**KEEP TO
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YOUR COLLEAGUES NEED **YOU** TO



SAY IF IT'S NOT OKAY

If you find yourself in a situation where others' behaviour makes you uncomfortable, feel empowered to politely speak up.

Speak up if

- You are in the lift, someone tries to enter but it is already full.
- You could have a digital meeting instead of a face-to-face.
- People are too close to you.



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**SAY IF
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YOUR COLLEAGUES NEED **YOU** TO



WASH YOUR HANDS

Soapy water destroys the virus.

- Completely cover your hands in soapy water and wash for 20 seconds.
- Whistle while you wash!
Whistle happy birthday twice.
- Always wash before you eat.
- Keep your hands away from your face, eyes, nose and mouth.



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**YOUR COLLEAGUES
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**WASH
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HANDS**

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KEEP DESK FREE FOR SAFE DISTANCING

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KEEP DESK FREE FOR SAFE DISTANCING

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YOUR COLLEAGUES NEED YOU TO



WASH HANDS AND CLEAN YOUR DESK

Soapy water destroys the virus,
clean surfaces protect your colleagues.

- Completely cover your hands in soapy water and wash for 20 seconds.
- Always wash your hands before you eat.
- Keep your hands away from your face, eyes, nose and mouth.
- Use the wipes provided to clean your desk, phone, mouse and keyboard.
- Stick to the same desk where possible.



KEEP YOUR DISTANCE

Staying physically separated
reduces the risk of transmission.

- Always leave a gap of one desk.
- Stay out of crowded spaces and be considerate of others.
- If you can't avoid close contact with others, try not to face them directly.
- Reduce contact time to 15 minutes.



MAKE MEETINGS VIRTUAL

Reducing the number of people you
interact with limits the spread of the virus.

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SAY IF IT'S NOT OKAY

If someone's behaviour makes you
uncomfortable, politely speak up.

- If you are in the lift, someone tries to enter but it is already full.
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- If people are too close to you.

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“It’s been great to wander around and see all our people engaging with the key behaviours and working together to protect each other. I know it’s tough and strange, but I wanted to say thanks so much for all your hard work and please keep it up!”

Jim Wilson, CEO



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**MAKE
MEETINGS
VIRTUAL**

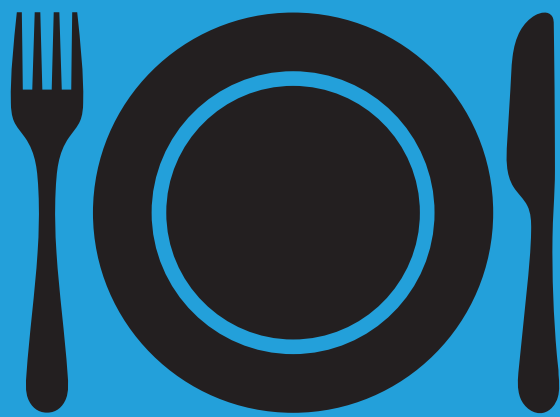
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**YOUR COLLEAGUES
NEED YOU TO**



**KEEP TO
MAX OF
1 IN THIS
KITCHEN**

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COVID-19**



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NEED YOU TO**



**KEEP TO
MAX OF
2 IN THIS
KITCHEN**

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NEED YOU TO**



**KEEP TO
MAX OF
3 IN THIS
KITCHEN**

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NEED YOU TO**



**KEEP TO
MAX OF
4 IN THIS
KITCHEN**

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**YOUR COLLEAGUES
NEED YOU TO**



**KEEP TO
MAX OF
5 IN THIS
KITCHEN**

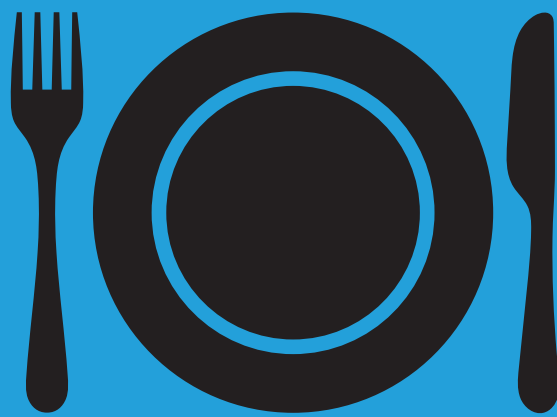
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NEED YOU TO**



**KEEP TO
MAX OF
6 IN THIS
KITCHEN**

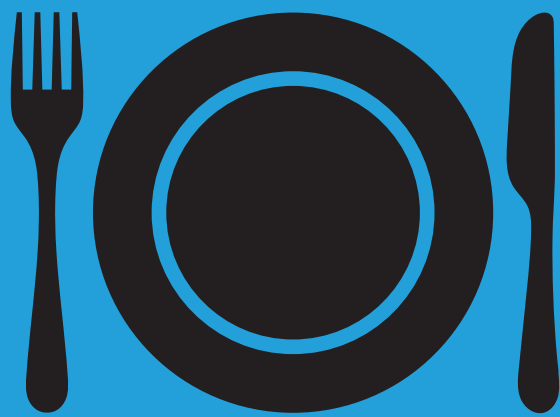
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**KEEP TO
MAX OF
7 IN THIS
KITCHEN**

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NEED YOU TO**



**KEEP TO
MAX OF
8 IN THIS
KITCHEN**

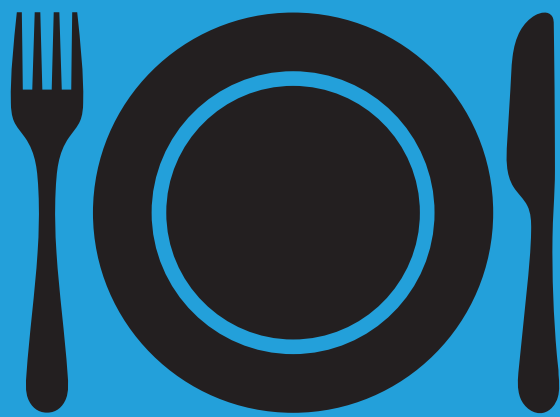
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NEED YOU TO**



**KEEP TO
MAX OF
9 IN THIS
KITCHEN**

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COVID-19**



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NEED YOU TO**



**KEEP TO
MAX OF
1 IN THIS
LIFT**

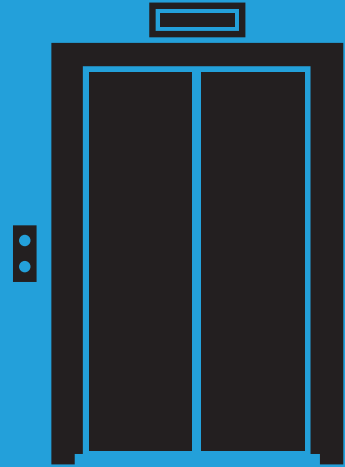
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**KEEP TO
MAX OF
2 IN THIS
LIFT**

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**KEEP TO
MAX OF
3 IN THIS
LIFT**

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**KEEP TO
MAX OF
4 IN THIS
LIFT**

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**KEEP TO
MAX OF
5 IN THIS
LIFT**

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LIFT**

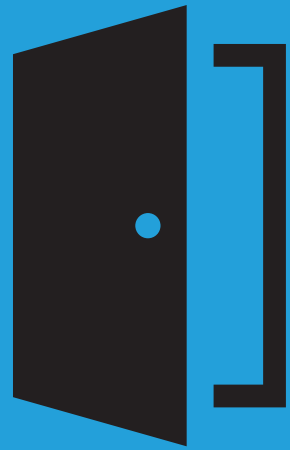
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**KEEP TO
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1 IN THIS
ROOM**

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**KEEP TO
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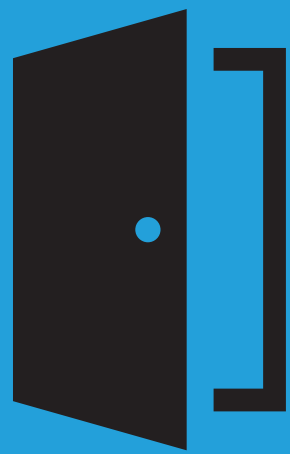
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**KEEP TO
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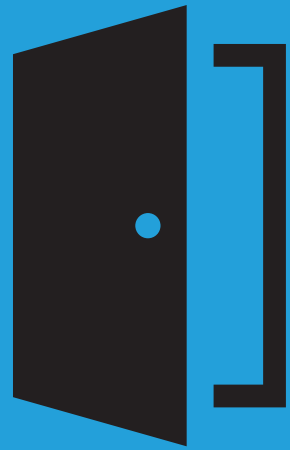
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**YOUR COLLEAGUES
NEED YOU TO KNOW**



**THESE
STAIRS CAN
BE USED
IN BOTH
DIRECTIONS**

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NEED YOU TO KNOW**



**THESE
STAIRS
ARE DOWN
ONLY**

**STAIRCASES MAY BE USED IN BOTH
DIRECTIONS DURING AN EMERGENCY**

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**DOWN
STAIRCASE
THIS WAY**

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**THESE
STAIRS
ARE UP
ONLY**

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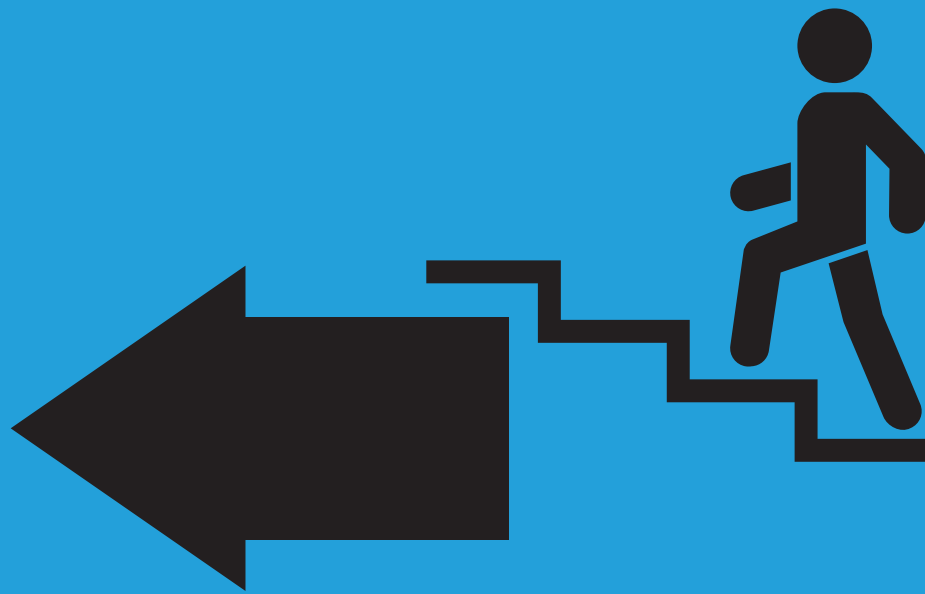
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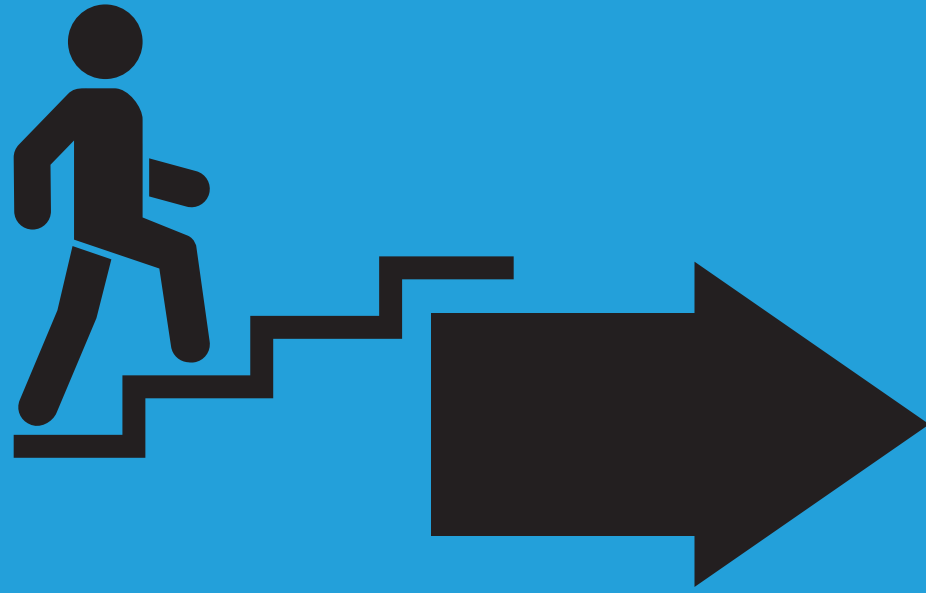
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YOUR COLLEAGUES NEED **YOU** TO



USE TECH TO TALK

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YOUR COLLEAGUES NEED **YOU** TO



ONLY USE THIS MEETING ROOM IF ESSENTIAL

If you're meeting with others,
stay as far apart as possible.

- Try to keep meetings short.
- Sit side-by-side, not face-to-face.
- Cough or sneeze into your elbow.
- Say if it's not okay.

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ONLY USE THIS MEETING ROOM IF ESSENTIAL

Always try to make meetings virtual,
but if you can't:

- Stay as far apart as possible.
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WASH YOUR HANDS

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SWATCHES



Covid-19 Red

C: 0	R: 227
M: 100	G: 6
Y: 100	B: 19
K: 0	HEX: e30513



Covid-19 Yellow

C: 0	R: 255
M: 20	G: 204
Y: 100	B: 0
K: 0	HEX: ffcc00



Covid-19 Blue

C: 72	R: 51
M: 21	G: 160
Y: 0	B: 218
K: 0	HEX: 33a0da

Working together
to protect us all
COVID-19



CPNI

Centre for the Protection
of National Infrastructure