

# How to reduce your risk

# OFFICE SETTING

There are steps you can take to protect yourself and others from the spread of COVID-19.



Stay home if you are sick.



Wash your hands before and after going to work, before eating, and after touching surfaces.



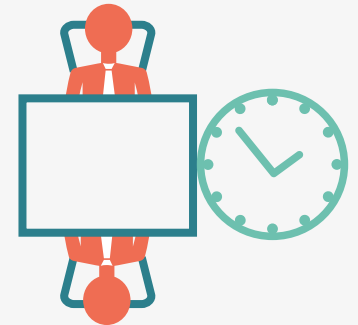
Use teleconferences.



Wave, smile, or say hello instead of handshakes.



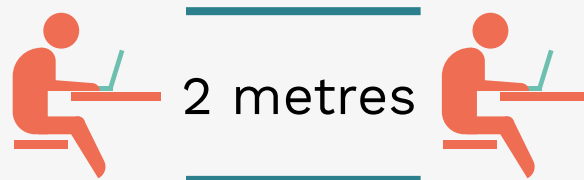
Avoid frequently touched surfaces: elevator buttons and light switches. Use your elbow if possible.



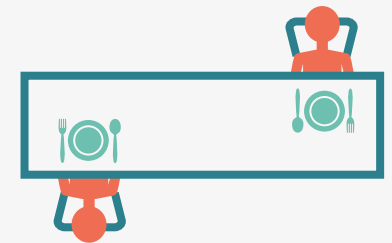
Reduce time of in-person meetings.



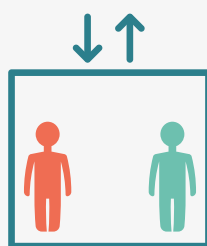
Disinfect your personal space including desk, phone, keyboard and mouse.



Make sure your office space is set up to keep workers 2 metres apart.



Keep distance at lunch and breaks: stagger breaks, eat outside or space lunch room chairs.



Limit the number of people in elevators. Wait for the next elevator so people have enough space.

## ***WE'RE IN THIS TOGETHER!***



**Lambton**  
**Public Health**

160 Exmouth St.,  
Point Edward, ON  
N7T 7Z6

Phone: 519-383-8331  
1-800-667-1839  
LambtonPublicHealth.ca