

ADVICE ON THE CORONAVIRUS FOR THE OFFICE PRODUCTS INDUSTRY



ARE YOU LIKELY TO CATCH THE VIRUS?

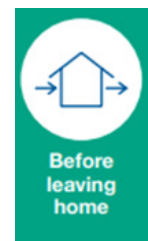
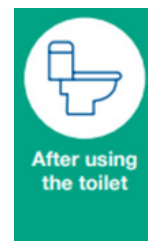
- You can only catch it if you have been close to a person who has the virus
- Symptoms are flu-like, including fever, coughs and difficulty breathing
- The chance of being in contact with the virus is currently low in the UK
- If you've travelled to areas where people are infected, your chance of infection is higher

PREVENTION

- Maintain good **PERSONAL HYGIENE**
- Avoid **TOUCHING YOUR FACE**
- Keep away from **SICK PEOPLE**
- **WEAR ALL OF YOUR PPE** clean it, wear it, don't share it & store safely
- **TIDY UP IN THE KITCHEN** and don't use crockery or cutlery unless it's clean
- **DON'T SHARE** food, drinks or snacks
- **WASH HANDS FREQUENTLY** and effectively
- Ensure food, including eggs, is **THOROUGHLY COOKED**
- **DO NOT TRAVEL** if you think you are ill or vulnerable
- **ADVISE YOUR MANAGER** if you feel unwell, see an increase in your temperature or throat concerns

1. **WET YOUR HANDS** with clean, running water. Then, turn off the tap and **SOAP UP YOUR HANDS**
2. Work the **SOAP INTO A LATHER** by rubbing your hands together. Lather soap onto the backs of your hands, in between your fingers and under your nails.
3. Scrub your hands for at **LEAST 20 SECONDS**
4. **RINSE YOUR HANDS** well under clean, running water
5. **DRY YOUR HANDS** using a clean towel or air-dry them (or a bit of both)

WASH YOUR HANDS WITH SOAP AND WATER OR HAND SANITISER;



IN AN EMERGENCY, SPEAK TO YOUR MANAGER AND CALL 111 IMMEDIATELY