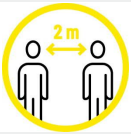




BILFINGER

CORONAVIRUS

GUIDING PRINCIPLES FOR WORKING IN OFFICES



1

Keep at least two meters apart when possible. Do not congregate in workrooms, pantries, copier rooms or other areas where people socialize.



2

Minimize in-person meetings by using online conferencing, email or the phone when possible.



3

Any required in-person meetings should be short, in a meeting room where people can sit at least two meters from each other.



4

Avoid personal contact, especially shaking hands. Try not to touch your face with your hands.



5

Avoid using elevators whenever possible. If it is absolutely necessary, the elevator should only be used by one person at a time.



6

Prevent germs from spreading. Cough and sneeze into a tissue or into the crook of your arm.



7

Wash your hands regularly and thoroughly with soap and water for 20 seconds. Use disinfectants when there is no possibility to wash your hands.



8

Bring lunch and eat at your desk or away from others.



9

Walk, cycle or drive a car to work. Avoid public transportation. If you have to use public transport, keep your distance from other passengers, ideally wear a mouth-and-nose protector.



10

Suggest additional and practical ideas to provide enhanced health and safety controls.