



# COVID-19 Guide for Call Centre & Department Workers!

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**Don't Share!**



**End hot-desking arrangements. Germs can travel in a shared workspace.**

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# Stay Apart!



**Move desks or leave desk space free between colleagues to ensure social distancing.**

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# Wash Your Hands!



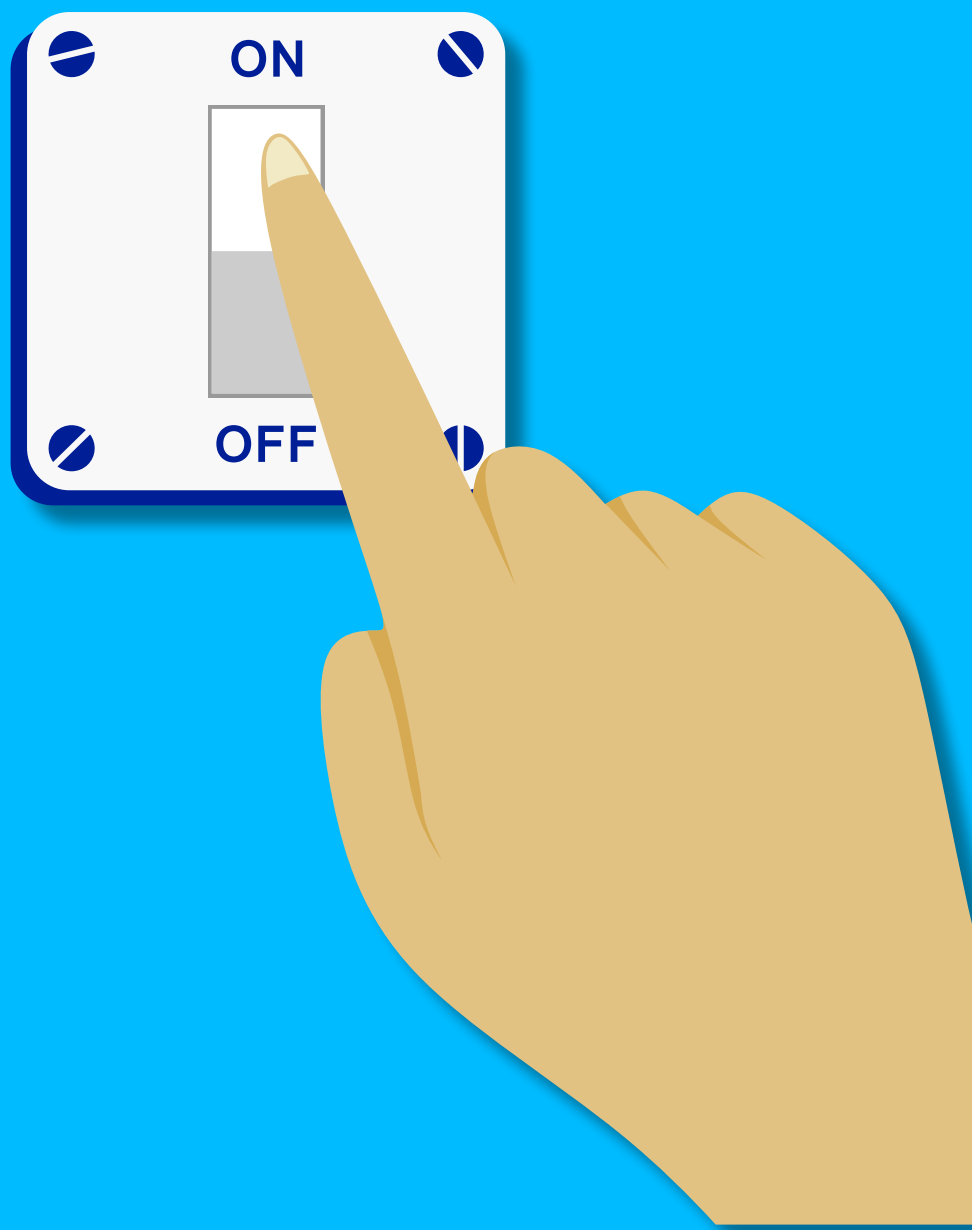
**Take regular breaks to wash your hands for 20 seconds with soap and water or use sanitizer that contains at least 60% alcohol.**

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# Clean Touchpoints!



**Things that are touched by multiple people need regular cleaning with proper equipment.**

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# Meet Online!



**No face-to-face team meetings in small spaces and reduce the size of any gatherings.**

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# Clean More!



**Keep on cleaning! Employers should increase the frequency of existing daily cleaning processes!**

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# Work Remotely!



**Stay home! Employers should maximise the number of staff working remotely.**

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**Bin it!**



**Increase the number of bins available to staff.  
Ensure there are closed bins for disposing of  
used tissues.**

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