

# PROTECT EACH OTHER



# ONLY USE THIS MEETING ROOM IF ESSENTIAL

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

- ✓ Stay as far apart as possible
- ✓ Keep meetings short
- ✓ Sit side-by-side, not face-to-face
- ✓ Cough or sneeze into your elbow
- ✓ Say if it's not okay