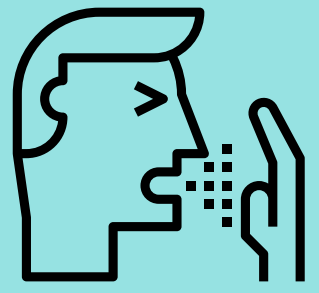


COVID-19 PRECAUTIONS AND CONSIDERATIONS FOR YOUR ORGANIZATION



Here are some simple suggestions to help prevent / mitigate the effects of COVID-19 (Coronavirus) on your organization. These are general suggestions so please seek medical advice for your particular situation.

KEEP HANDS CLEAN

Ensure that there are adequate facilities for hand washing and sanitizing. Encourage frequent use. (This is particularly important in food preparation and consumption areas where hand-mouth transfer is likely.)



DISINFECT HIGH-TOUCH SURFACES

Treat high-touch surfaces with a disinfectant at the end or beginning of each day

ENCOURAGE WORK FROM HOME

Encourage staff to remain at / work from home if feeling unwell



Review your remote work plans

Ensure that remote work protocols have been reviewed and tested and are understood by all staff



CONSIDER GRANTING ADDITIONAL SICK DAYS

Avoid staff feeling obliged to come into work for a lack of time off

SHARE ADVISORIES FROM HEALTH AUTHORITIES

[CDC COVID-19 page](#)
[WHO resources](#) (in English, French, German, Russian).
[UAE MOPH](#) (resources in Arabic)

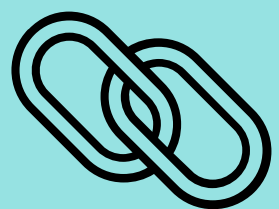


REDUCE BUSINESS TRAVEL

Reduce business travel to avoid exposure and disruption of plans due to changes in travel restrictions. Increase the use of video- / teleconference.

REVIEW YOUR SUPPLY CHAIN

Consider the potential effects on your supply chain and start to develop specific business continuity management measures in response



REVIEW YOUR BCP

Review your business continuity plan. Develop plans and scenarios for large-scale remote work if movement restrictions are put into place.

