

CPNI - Social Distancing

Returning to work comms



Simple ideas for a
complicated world

Tea Building, 56 Shoreditch High Street,
London E16JJ

020 3056 7080
aml-group.com

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**YOUR COLLEAGUES
NEED YOU TO**



**WASH
YOUR
HANDS**

Working together
to protect us all
COVID-19



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**YOUR COLLEAGUES
NEED YOU TO**



**MAKE
MEETINGS
VIRTUAL**

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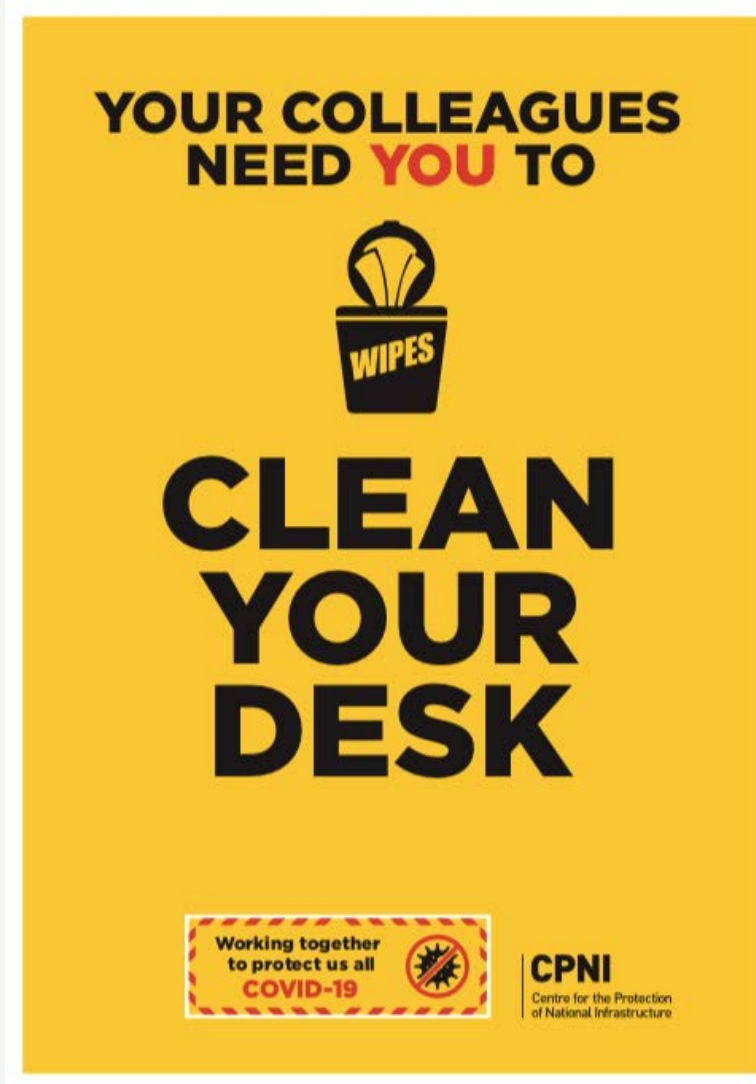
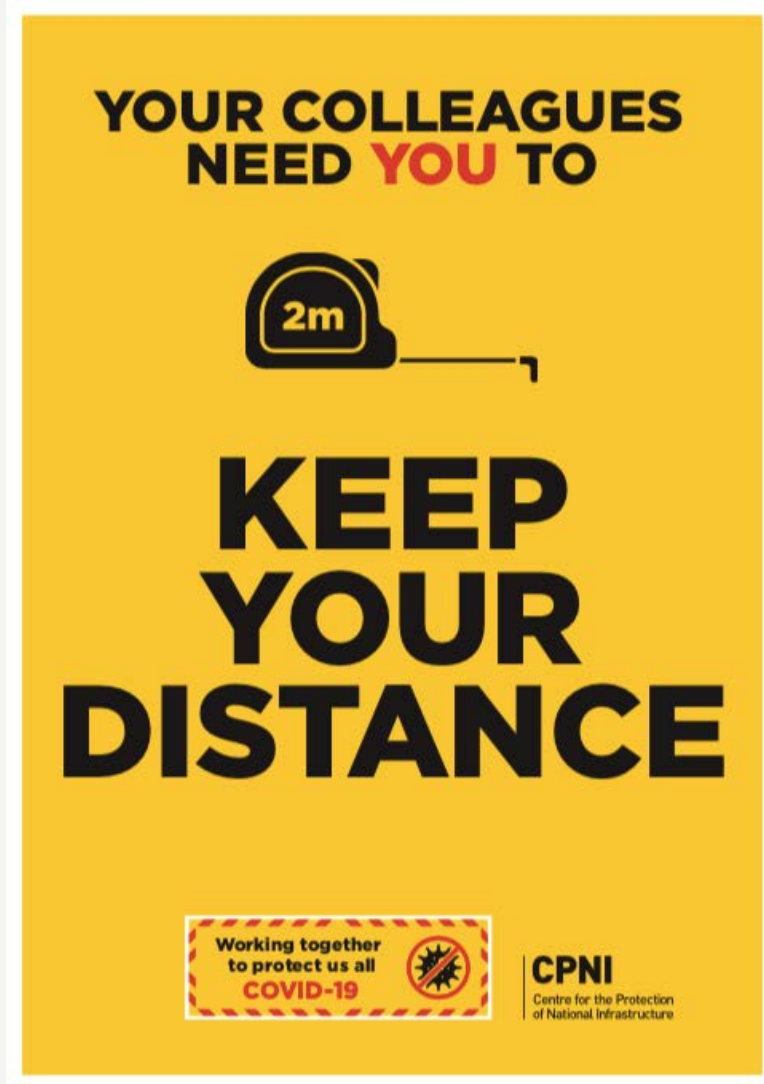


**SAY IF
IT'S NOT
OKAY**

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**YOUR COLLEAGUES
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WASH YOUR HANDS

Soapy water destroys the virus.

- Completely cover your hands in soapy water and wash for 20 seconds.
- Whistle while you wash! Whistle happy birthday twice.
- Always wash before you eat.
- Keep your hands away from your face, eyes, nose and mouth.



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MAKE MEETINGS VIRTUAL

Reducing the number of people you
interact with limits the spread of the virus.

- Keep face to face meetings to a minimum.
- Use technology to have digital meetings.
- Only move around the building if essential.
- Try using screen sharing services (e.g. Skype) to hold meetings.



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SAY IF IT'S NOT OKAY

If you find yourself in a situation where
others' behaviour makes you uncomfortable,
feel empowered to politely speak up.

Speak up if


- You are in the lift, someone tries to enter but it is already full.
- You could have a digital meeting instead of a face-to-face.
- People are too close to you.



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**YOUR COLLEAGUES
NEED YOU TO**




**KEEP
YOUR
DISTANCE**

Staying physically separated
reduces the risk of transmission.

- Always leave a gap of one desk.
- Stay out of crowded spaces.
- Be considerate of others.
- If you cannot avoid close contact,
avoid facing directly towards others.
- Reduce contact time to 15 minutes.

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**YOUR COLLEAGUES
NEED YOU TO**



**CLEAN
YOUR
DESK**

Keeping surfaces clean
protects your colleagues.

- Use the wipes provided and be thorough.
- Focus on surfaces that you touch most often;
phone, mouse and keyboard.
- Stick to the same desk where possible.
- Wash your hands after wiping.

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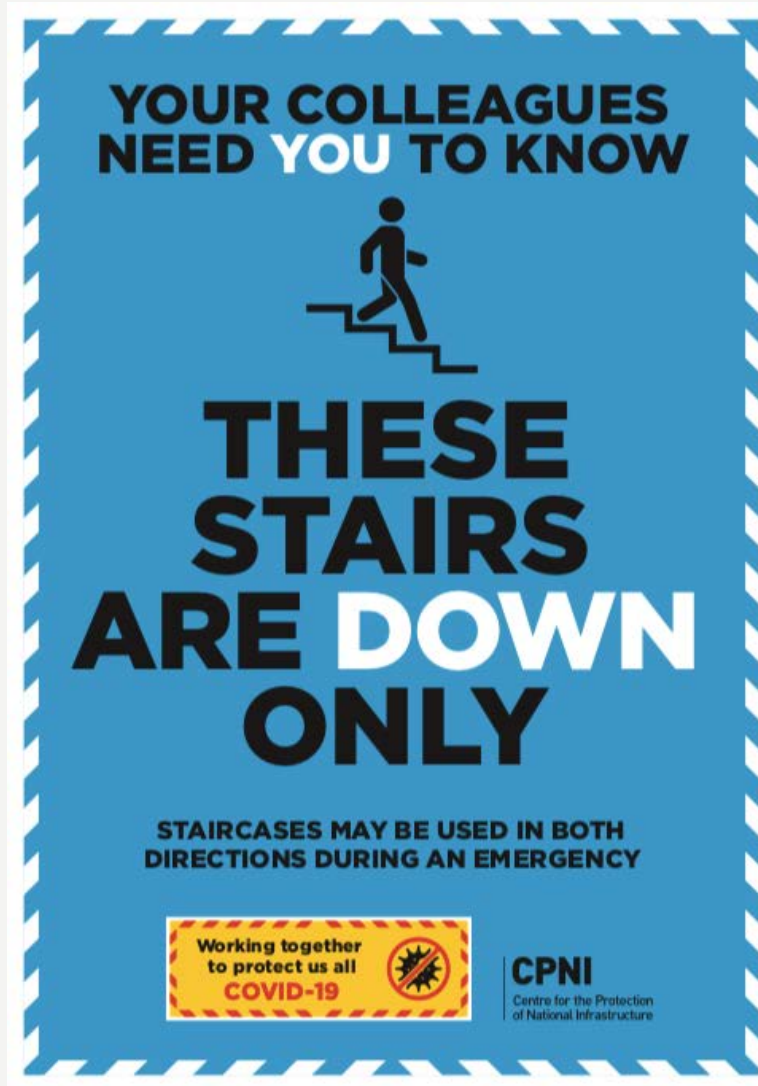
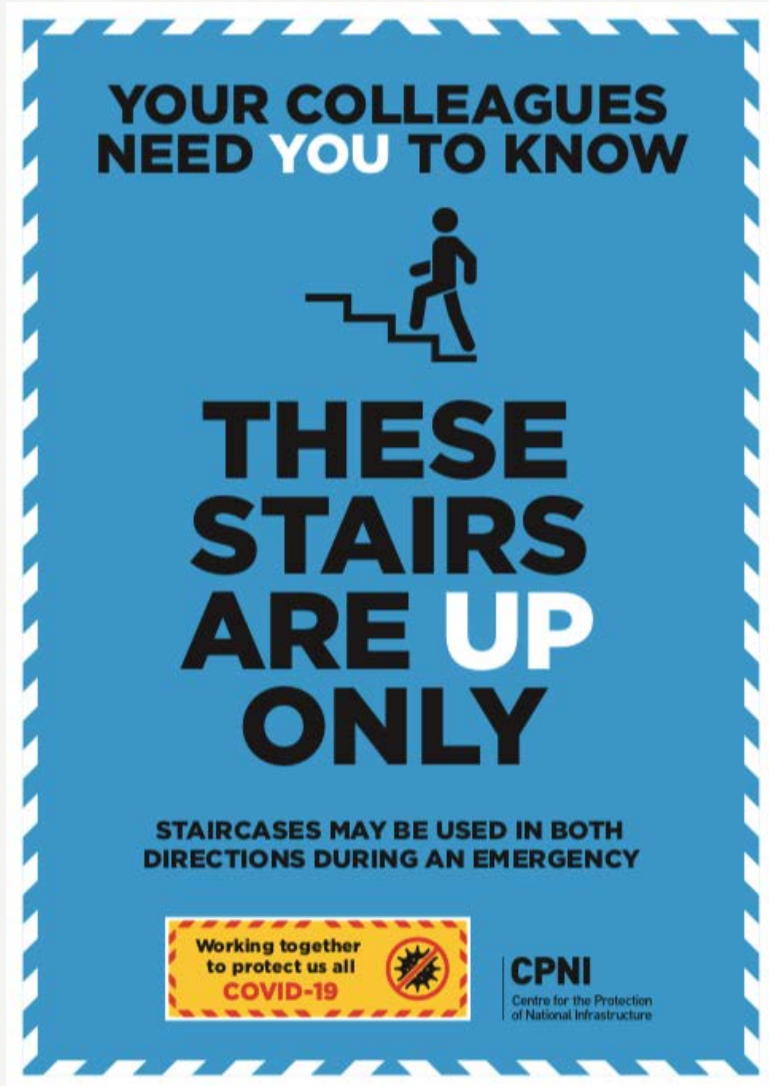
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Instructional Posters (desk out of use)

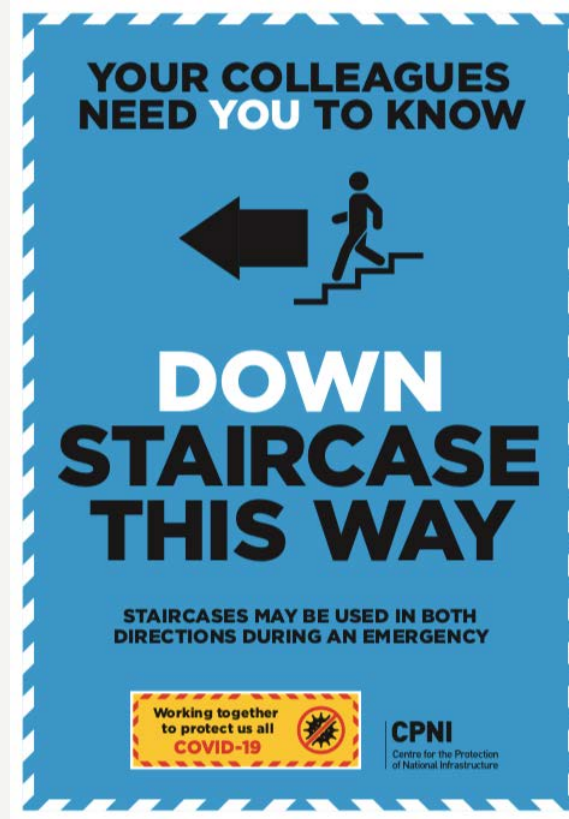
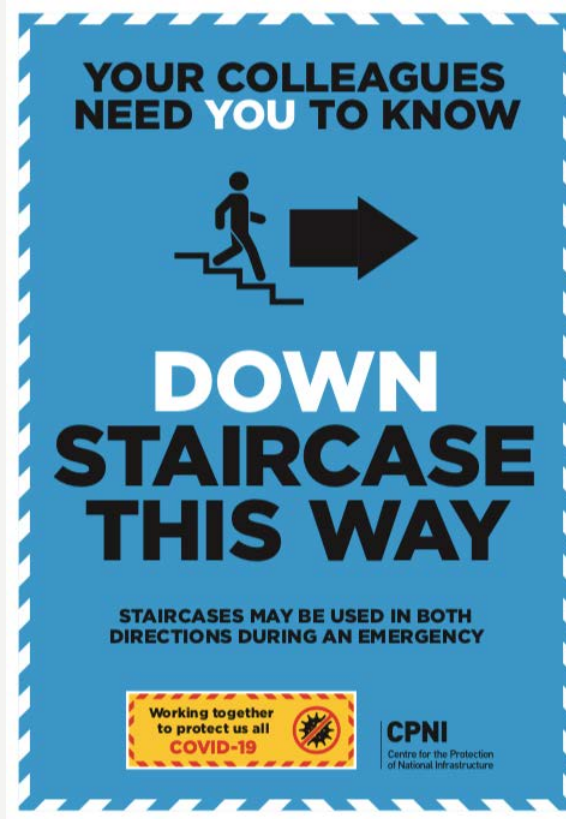
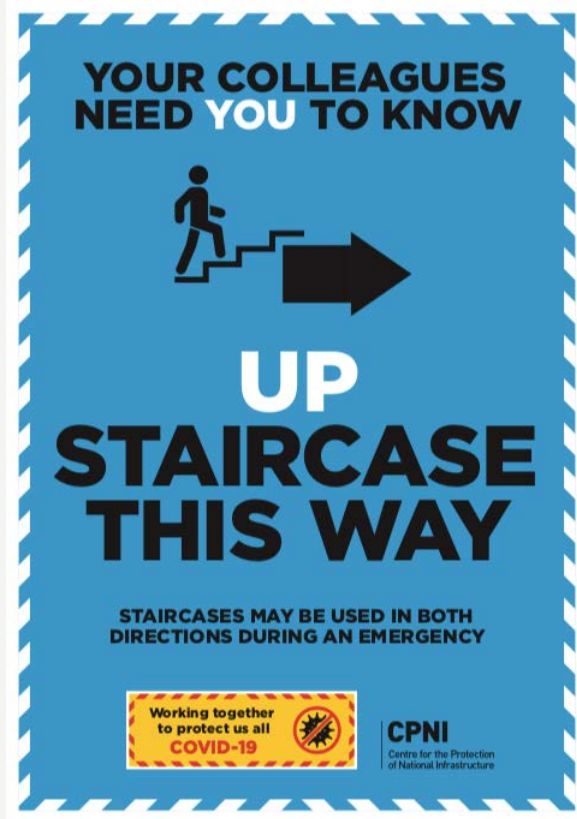








Instructional Posters (stairs)



“It’s been great to wander around and see all our people engaging with the key behaviours and working together to protect each other. I know it’s tough and strange, but I wanted to say thanks so much for all your hard work and please keep it up!”

Jim Wilson, CEO



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WASH HANDS AND CLEAN YOUR DESK

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clean surfaces protect your colleagues.

- Completely cover your hands in soapy water and wash for 20 seconds.
- Always wash your hands before you eat.
- Keep your hands away from your face, eyes, nose and mouth.
- Use the wipes provided to clean your desk, phone, mouse and keyboard.
- Stick to the same desk where possible.



KEEP YOUR DISTANCE

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reduces the risk of transmission.

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- Use screen sharing technology to have virtual meetings (e.g. Skype).
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