



COVID-19

Advice card for everyone at work

Last updated: September 2021

Please remember, COVID-19 doesn't take a break and the risks of infection remain even when you are travelling to work, having your lunch, or chatting with a colleague. A face covering must be worn at work if you are not at least one metre away from any other person, or are not separated by a partition.

Catching-up with colleagues – If you are chatting with a work-mate, use an open space or a large room where you can stay well apart. No matter who you are talking to, or how well you know them, you must wear a face covering if you are not at least one metre apart.

On your break – Informal places such as staff rooms, canteens and changing rooms provide easy opportunities for the virus to spread, so don't let your guard down. Avoid the busy times if you can, remember to physically distance, wear your face covering as much as you can, and open windows or vents. Ensure good hand hygiene, especially if eating and drinking.

Ventilation – It is important to avoid gathering with colleagues in poorly ventilated rooms where the virus can linger. Opening the windows a little is the easiest way to keep the fresh air flowing.

Eating – Taking your face covering off to eat can provide an opportunity for the virus to spread, so think carefully about where you eat your lunch. The virus can also pass from surfaces and touchpoints so don't share food, cups or plates with colleagues.

Cleaning – Regular cleaning of surfaces and touch points like switches, handles, kettles and toilets will help to prevent the virus from spreading. You can do your bit by regularly using the cleaning and sanitising products provided by your employer/ institution and following the instructions.

If you suspect you have symptoms of COVID-19 book a test at <https://www.nhsinform.scot/testandprotect>

We're not giving in.