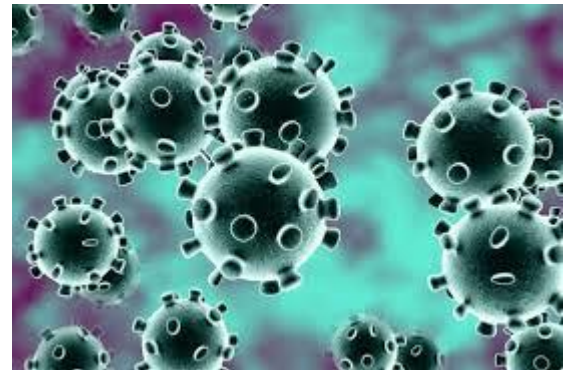


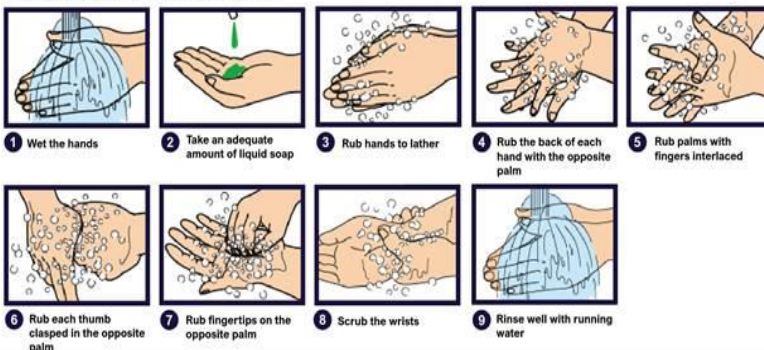
Coronavirus: Risk Avoidance Protocol for Bell staff accessing Bell offices/buildings.

Although we require people to now work from home, we accept that there may be times when staff need to access Bell offices/buildings to obtain information or effect other critical undertakings. If this is the case please take time to read the instructions below in order to maintain the health and safety of others.

- ❖ Let others know before you go to the office to avoid unnecessary contact
- ❖ Have sanitiser, antibacterial spray or wipes with you
- ❖ Wash your hands before entering the office/building.
- ❖ Wipe down door handles, alarm keypads etc on entering the office/building.
- ❖ Do not use anyone else's workstation, keyboard, phone etc.
- ❖ Wipe down your own workstation, keyboard, phone mouse etc.
- ❖ Wipe down keypads on the photocopier, franking machines, shredders and any other equipment you need to use.
- ❖ Wipe down cabinet and drawer handles.
- ❖ Drink from your own personal mug only.
- ❖ Wash your hands regularly.
- ❖ When leaving the office, dispose of any rubbish you have created.



PLEASE REMEMBER TO WASH YOUR HANDS



- ❖ Wipe down the office door handle when you leave.
- ❖ Let others/someone know you have left the office.
- ❖ If you happen to meet others face to face (NOT PLANNED) please do not stay and chat for a long period, stay 2m apart and do not touch.

Protect yourself and others!