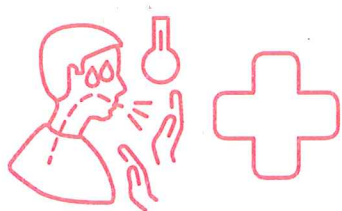


COVID-19

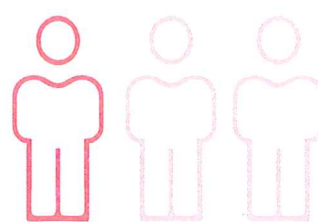
MEETING ROOM BRIEFING



If any person is showing symptoms now, please leave and seek medical attention. Inform your line manager. Similarly if anybody develops them during the meeting the same applies.

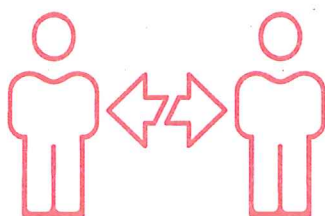


If you need to cough or sneeze during the meeting, use a cloth or the inside of your elbow. Dispose of the cloth immediately.

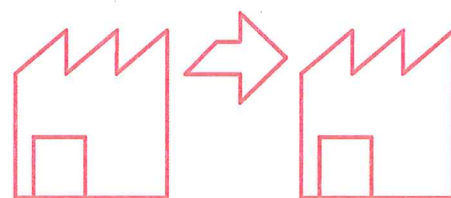


Only people that really have to be in the meeting should be present.

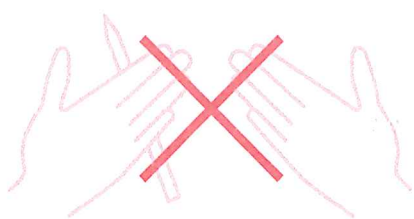
**PROTECT
YOURSELF
AND
OTHERS**



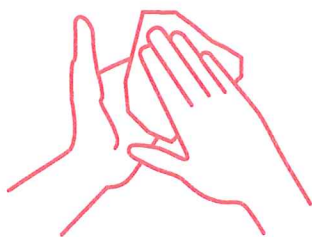
Maintain a distance of 1,5m at all times from other members.



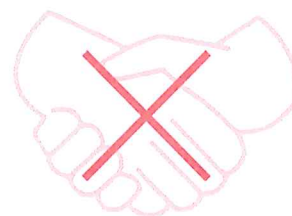
If the minimum distances cannot be adhered to, then an alternate venue must be used.



Do not share any objects including markers, laser pointers or pens.



Wipe down these objects before and after use.



Do not shake hands.