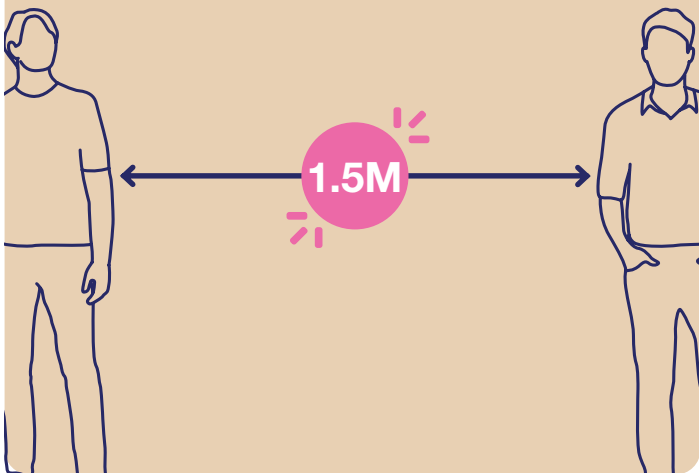




Do you need to meet face-to-face?

Yes

Keep your distance



No

Phone call

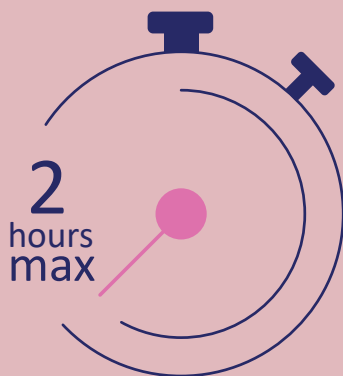
Try teleconferencing to connect with others.



Limit time in closed spaces

Ensure meetings in enclosed spaces are less than 2 hours.

2 hours max



Provide sanitisers

Sanitise all high touch surfaces, desk, keyboard, mouse etc.



Check your agency's device access and capabilities

Consider sustainability of IT systems.

