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| **Getting** | **your workplace** |  |
|  | **-19** |  |
| **ready** | **for COVID** |  |
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**Protect your employees, contractors and customers**

**Keep the workplace clean and hygienic;**

**Promote regular and thorough hand-washing;**

**Promote good respiratory hygiene; cover your nose and mouth when coughing and sneezing;**

**Check Health Authorities’ travel advice before and after going on business;**

**Ensure those who are sick stay home.**