To find out if you are at a good distance, extend your arms and turn around. You don’t touch anyone? That’s it!

Let's Protect Ourselves

Barrier gestures and social distancing
A new organization and new behaviors in our ways of life and working

Respect a distance of at least 1 meter between you

Greet without shaking hands and without kissing

Wear a mask in front of other people when the distance of 1 meter cannot be respected

Avoid touching your face

Wash your hands very regularly with soap for at least 30 seconds

Cough or sneeze into your elbow or into a disposable tissue

Use disposable tissues and throw them in the dedicated bin
BARRIER GESTURES AND SOCIAL DISTANCIATION
A NEW ORGANIZATION
AND NEW BEHAVIORS
IN OUR WAYS OF LIFE AND WORKING

MEETING ROOMS

Favor remote meetings. Otherwise:
> It is advisable to limit to 10 the number of participants
> Halve the maximum capacity of the room
> Use only one chair out of two

Ventilate the room for 15 minutes when leaving it

Disinfect the surfaces with which you have been in contact (door handles, tables, chairs, switches ...)

Use your own equipment

You will find on each floor of each building, a disinfection kit and a dedicated waste bin to dispose of tissues, wipes, paper towels, masks, gloves, etc.
BARRIER GESTURES AND SOCIAL DISTANCIATION
A NEW ORGANIZATION
AND NEW BEHAVIORS
IN OUR WAYS OF LIFE AND WORKING

// TOILETS //

Respect a distance of at least 1 meter between you

Wear a mask in the toilet and / or to go there when
the distance of 1 meter cannot be respected

Wash your hands with soap, rubbing for at least 30
seconds, both on entering and leaving

Disinfect the surfaces with which you have been in
contact (door handles, toilet seat, toilet flush ...)

Dispose of your tissues or any disposable personal
protective equipment in the dedicated waste bin.

You will find on each floor of each building, a
disinfection kit and a dedicated waste bin to dispose of
tissues, wipes, paper towels, masks, gloves, etc.
1 person at a time inside the cabine
exception: carers of people with reduced mobility

Priority
> to people with reduced mobility
> to heavy loads handling

If necessary, or if you are accompanying a person with reduced mobility, wear a mask

Wash your hands at the exit
When you eat or drink, there is a significant risk when your hands come into contact with your mouth. Remember to wash your hands thoroughly before and after each meal and "coffee break"
LET'S PROTECT OURSELVES

BARRIER GESTURES AND SOCIAL DISTANCIATION
A NEW ORGANIZATION
AND NEW BEHAVIORS
IN OUR WAYS OF LIFE AND WORKING

/ SERVICE OR COMPANY VEHICLES /

Only 1 agent per vehicle

Disinfect the vehicle (steering wheel, knob, controls, handles, etc.) when picking up and returning the vehicle

Dispose of wipes, paper towels and any disposable protective equipment in a closed garbage bag. Throw the bag in the dedicated waste bin by bringing the keys

Wash your hands with soap, rubbing for at least 30 seconds before getting in and out of the vehicle.

Before departure, make sure that the vehicle is equipped with the disinfection kit and garbage bags. If the vehicle has just been used by another person, ventilate it for 15 minutes or wear a mask.
BARRIER GESTURES AND SOCIAL DISTANCING
A NEW ORGANIZATION
AND NEW BEHAVIORS
IN OUR WAYS OF LIFE AND WORKING

/
PHOTOCOPIERS/

- Group your paper prints as much as possible
- Wash your hands before and after handling paper documents
- Disinfect the screen before and after use and any other parts of the copier you have touched (cover, etc.)
- Print only the bare essentials and limit the number of people handling the printed documents

You will find on each floor of each building, a disinfection kit and a dedicated waste bin to dispose of tissues, wipes, paper towels, masks, gloves, etc.
LET'S PROTECT OURSELVES

BARRIER GESTURES AND SOCIAL DISTANCING

A NEW ORGANIZATION
AND NEW BEHAVIORS
IN OUR WAYS OF LIFE AND WORKING

/ AT THE OFFICE /

- Keep the doors open to avoid touching the handles
- Choose an individual office. In the case of a shared office, keep a distance of at least 2 meters between occupants and avoid the face-to-face arrangement
- Ventilate your office for 15 minutes 3 times a day
- Do not lend your equipment
- Disinfect your workstation at the end of the day (work surface, keyboard, mouse, screen, telephone, switch, door handle...). If several people work at the same workstation alternately, clean it when you arrive
- Do not throw your handkerchiefs or protective equipment in your trash but in the dedicated waste bin

You will find on each floor of each building, a disinfection kit and a dedicated waste bin to dispose of tissues, wipes, paper towels, masks, gloves, etc.
LET'S PROTECT OURSELVES

BARRIER GESTURES AND SOCIAL DISTANCIATION

// WEARING A MASK //

The wearing of a mask is compulsory during face-to-face contact with other people. It is not necessary when you are alone at your workstation, or at least 1m away from a third person.

How to put it on and wear it?

- Wash your hands thoroughly
- Put on the mask by taking it by the laces or the elastic bands
- Adjust the mask to cover the nose, mouth and chin
- Do not touch your mask once put on
- Never put your mask in a waiting position on your forehead or chin
- Change your mask after 4 hours, if it gets wet or damaged

How to remove it?

- Wash your hands thoroughly
- Remove the mask by touching only the laces or the elastic bands
- After use, throw it in the dedicated waste bin if it is a disposable mask or if it is washable, isolate it in an airtight bag and then wash it at 60 ° for 30 min
- Wash your hands thoroughly

Mask is a complementary mean of protection that does not replace barrier gestures
LET'S PROTECT OURSELVES

BARRIER GESTURES AND SOCIAL DISTANCING
A NEW ORGANIZATION
AND NEW BEHAVIORS
IN OUR WAYS OF LIFE AND WORKING

/ WASH YOUR HANDS /

Washing hands with soap and water for 30 seconds is THE most effective hygiene measure to prevent the transmission of all viruses.

**Hand washing in 6 steps**

1. **Palm to palm**
2. **Back of hands**
3. **Between fingers**
4. **Top of fingers**
5. **Thumbs**
6. **Fingertips and nails**

*If you don't have soap and water, do the same with hydro alcoholic solution*