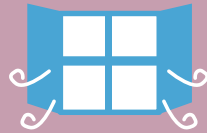


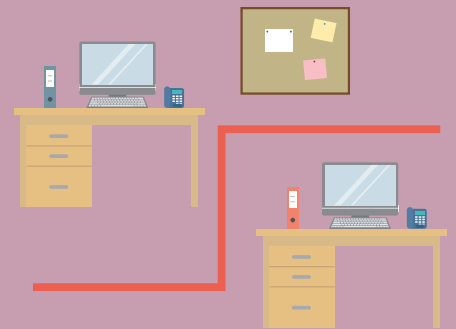
All Round Prevention Guide for Office Staff At office building 2



Maintain good indoor airflow



Reduce the number of staff working in an office at any one time



Try to separate the office seating

Office and conference room



Disinfect and avoid sharing daily items such as keyboard, mouse, and mobile phone



Minimise close contact among employees by encouraging use of the telephone, fax, Internet, and video conferencing