



Working safely by combating the spread of VIDOC-19.

Meetings

➤ If possible, avoid face-to-face meetings

Prioritise means of communication such as the e-mail, telephone, video conferencing, etc.



➤ If a face-to-face meeting is required:

BEFORE



Display the maximum capacity of the meeting room

DURING



Apply social distancing.
Limit the presence to the required persons

AFTER



Wash your hands



Ventilate the room
at least 5 minutes



Respect protective
gestures



Clean/disinfect
the contact areas
(Clenches, tables, chairs...)



Wash your hands



Avoid offering food
at disposal



Ventilate the room
at least 5 minutes



Clean/disinfect
the contact areas
(Clenches, tables, chairs...)



Do not exchange equipment
(Pens, documents,...)