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
   - Ventilate the room at least 5 minutes
   - Wash your hands

   **DURING**
   - Apply social distancing
   - Respect protective gestures
   - Avoid offering food at disposal

   **AFTER**
   - Wash your hands
   - Clean/disinfect the contact areas (Clenches, tables, chairs...)
   - Ventilate the room at least 5 minutes

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

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