



ALWAYS TAKE  
CARE OF  
YOURSELF



# PREVENTION AND CARE AT **WORK**



- Wash your hands frequently



- Avoid touching your face (eyes, nose and mouth)



- When coughing or sneezing, always do it on the elbow



- Use the appropriate personal protection equipment



- Do not share glasses, cups or cutlery



- Do not consume food



- Keep your tools and work surfaces clean



- Deliver your work clothes every day for washing

# PREVENTION AND CARE WHEN **COMMUTING**



- Always respect traffic rules



- If you drive:  
always wear your seat belt



- If you ride a motorcycle or bicycle:  
wear a helmet



- In public transport:  
disinfect your hands  
when getting on and off



- Keep the vehicle's cabin ventilated



- Maintain the hygiene of the vehicle.  
Clean and disinfect frequently the parts of permanent contact:  
steering wheel, door handle, gear lever, buttons **and whatever is within 2 meters:**  
window and windshield, for example

# HOME CARE



- Take off your shoes when you come in and put on a shoe you only use to be at home



- Disinfects permanent contact elements (keys, cell phone, etc)



- Wash your hands



- Take a shower



- Put the laundry you used on the street



- Keeps environments well ventilated



- Disinfect the surfaces you touched or supported before washing your hands



- Wash and disinfect the products of your purchases before storing them

# CLEANING AND DISINFECTING IS NOT THE SAME!

The surfaces we touch or cook on must be clean and disinfected to prevent diseases.



## CLEAN

Remove residue, dirt, or grease from equipment, utensils, and surfaces.

- **Removing coarse dirt:** manually remove and dispose of residue. Surfaces can be soaked. Some equipment may require disassembly.
- **Cleaning:** apply detergent and brushes or sponge to remove adhering dirt.
- **Rinse:** with plenty of cold or warm water.



## DISINFECT

Eliminate or reduce the amount of harmful microorganisms, to levels that do not compromise our health.

- **Disinfect:** apply the disinfectant solution and leave it to act for the time indicated by the manufacturer.
- **Final rinse:** apply abundant safe water, if the disinfectant used requires rinsing. Allow surfaces to dry.

# HOW TO PREPARE DISINFECTANT SOLUTIONS?

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1 tablespoon (10 ml)  
of **bleach**  
+ 1 litre of **water**



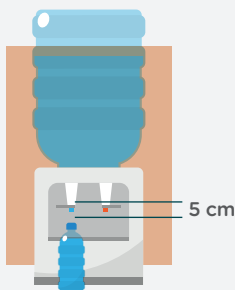
7 parts **alcohol**  
+ 3 parts **water**

## It's important:

- Prepare only the right amount to use during the day
- Respect the recommended dilutions
- Do not mix chemicals
- Check the expiration date of the product
- Keep solutions covered
- Use them according to the manufacturer's instructions
- These solutions do not require further rinsing
- Keep out of reach of children

## OTHER USEFUL TIPS

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- Whenever you can, use your less skilled hand to open doors and touch things

### WATER DISPENSER

- Avoid direct contact between the tap and your container
- Clean your hands before and after use