Implementing the right COVID-19 control measures for your company

1. **Elimination**
   - Personnel to work remotely, if possible. Implement and provide the necessary digital and other resources in order to keep up with the hard work while being out of the office.

2. **Substitution**
   - Ensure personnel with underlying medical conditions or personnel living with relatives with underlying medical conditions are able to continue remote working.

3. **Engineering**
   - Ventilation and air conditioning systems to be maintained and cleaned as required by the supplier and the local guidance available. Maximize natural ventilation, if possible.
   - Ensure physical distances by rearranging work positions, installing physical barriers etc.
   - No touch / sensor controls in order to avoid transmission through surfaces.

4. **Administrative**
   - Invest in training and designing procedures and COVID-19 response plans. Make sure a potential confirmed COVID case in your business won’t affect others and your operations.
   - Schedule work shifts and different arrival and departure times.
   - Embrace digital transformation, it will boost agility and resilience.

5. **PPE**
   - Non medical mask is either recommended or is mandatory inside and/or when the minimum distance is not kept. Check with your Health and Safety or Legal Consultant.
   - Use Personal Protective Equipment (respiratory protections, gloves, face shields).
   - High personal and hand hygiene is key to avoid viruses entering our organism.