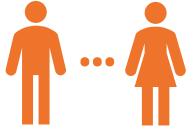


# WORKPLACE SAFETY

A handy guide to keeping safe in the office





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## Maintain social distancing

Stay 1.5 meters away from other people at all times

Follow the signs around the buildings, including the one-way system

Don't forget your access pass, to minimize queues at reception



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## Keep your hands clean

Hand sanitizer is available throughout the buildings

Wash or sanitize your hands before and after touching any equipment



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## Register your visit

Register your visit via Mapiq, a browser-based application, up to three weeks in advance of your visit to the Campus. Using the Mapiq tool allows us to manage building capacities while maintaining social distancing.



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## Follow capacity limits

Check the maximum capacity on lifts and meeting rooms

If lifts are full, use the stairs if possible, following the one-way system

Space yourself at least 1.5 meters apart in meeting rooms



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## Keep your desk clean and clear

Do not sit at desks with a red sticker

Wipe down your desk at the start and end of every day

Take everything with you at the end of the day



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## Using our facilities

The Colours café and restaurant are open – sanitize your hands before visiting and wait to be seated at a clean table in the restaurant

When using the toilets, wait outside until the sink area is free

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**If you have any questions, get in touch at  
[facilities-nl@libertyglobal.com](mailto:facilities-nl@libertyglobal.com)**

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