Check temperature before going to work. If staff have COVID-19 symptoms (e.g. fever, fatigue, dry cough and / or shortness of breath) should put on a surgical mask, refrain from work, seek medical advice immediately and notify supervisor. Thermometer should be made handy.

Wear mask when working in a crowded area or having face-to-face contact with others. Avoid physical contacts with customer such as handshakes.

Rubbish should be properly wrapped and discarded into garbage bins with lids. Empty garbage bins at least once a day. Maintain good ventilation, implement crowd control if necessary and enhance cleaning. Put up posters to promote hand hygiene and other tips for preventing COVID-19 infection at toilet and pantry.

Maintain healthy lifestyle to boost immunity. Balanced diet, regular exercise and adequate rest. Do not smoke and avoid alcohol consumption.

Consider allowing staff to work from home (especially back office staff). Set up online stores with delivery service to minimise direct contact with customers. Promote online store with special offers, discounts or with online after-sales support to avoid overcrowding at store.