

## **Got a cold or the flu? Here's the guidelines**

The number of people with coughs and sneezes increases in the autumn and winter. Various viruses and bacteria cause respiratory infections. Some can make you seriously ill, whereas others have little effect. Follow the advice and help reduce the spread of such infections. You'll protect yourself and people at risk of becoming seriously ill.

### **Guidelines**

We can't completely avoid catching respiratory infections but the following advice will reduce the chances of us passing the virus on to others. Leiden University follows the guidelines of the National Institute for Public Health and the Environment (RIVM):

- If you are ill, stay at home.
- If you are not ill but do have symptoms, work from home if possible. If need be, discuss the options with your manager.
- Cough and sneeze in your elbow.
- Keep your distance from others.
- Avoid contact with people who are at risk of becoming seriously ill from respiratory infections.
- If contact is unavoidable, wear a facemask.

Good hygiene helps limit the spread of infections and can help you avoid getting sick. So wash your hands frequently with soap and water and ventilate rooms.

### **Work from home if you have symptoms**

You are not obliged to work from home but are urged to do so if possible to prevent infecting your colleagues with the flu or covid. If you cannot work at home, keep your distance from others.