



COVID-19 WORKPLACE GUIDELINES

Developed from WHO Guidelines

Guideline Outcomes



- ▶ 1. Simple ways to prevent the spread of COVID-19 in your workplace
- ▶ 2. How to manage COVID-19 risks when organizing meetings and events
- ▶ 3. Things to consider when you and your employees travel
- ▶ 4. Getting your workplace ready in case COVID-19 arrives in your community.



Simple ways to prevent the spread of COVID-19 in your workplace

Simple ways to prevent the spread of COVID-19 in your workplace

- ▶ Make sure your workplaces are clean and hygienic – surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly –
- ▶ Why? Because contamination on surfaces touched by employees and customers is one of the main ways that COVID-19 spreads


Promote regular and thorough hand-washing by employees, contractors, and customers

- ▶ Put sanitizing hand rub dispensers in prominent places around the workplace
- ▶ Display posters promoting hand-washing safety standards
- ▶ Make sure that staff, contractors, and customers have access to places where they can wash their hands with soap and water.
- ▶ Why? Because washing kills the virus on your hands and prevents the spread of COVID19..



Maintain social distancing

Maintain at least 1 meter distance between yourself and anyone who is coughing or sneezing.



Why? When someone coughs or sneezes they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease.

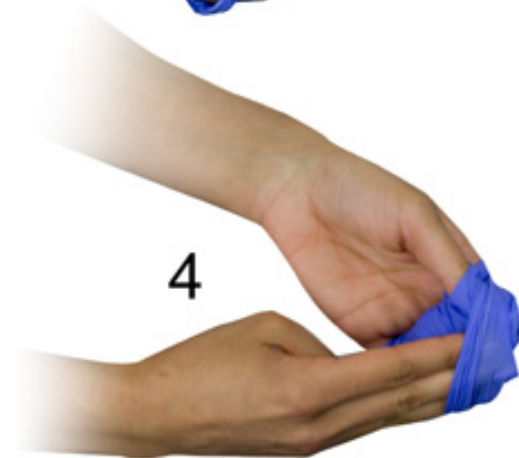
No. Regularly washing your bare hands offers more protection against catching COVID-19 than wearing rubber gloves.

You can still pick up COVID-19 contamination on rubber gloves. If you then touch your face, the contamination goes from your glove to your face and can infect you.

Is wearing rubber gloves while out in public effective in preventing the new coronavirus infection?



How to remove gloves



Avoid touching eyes, nose and mouth

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.



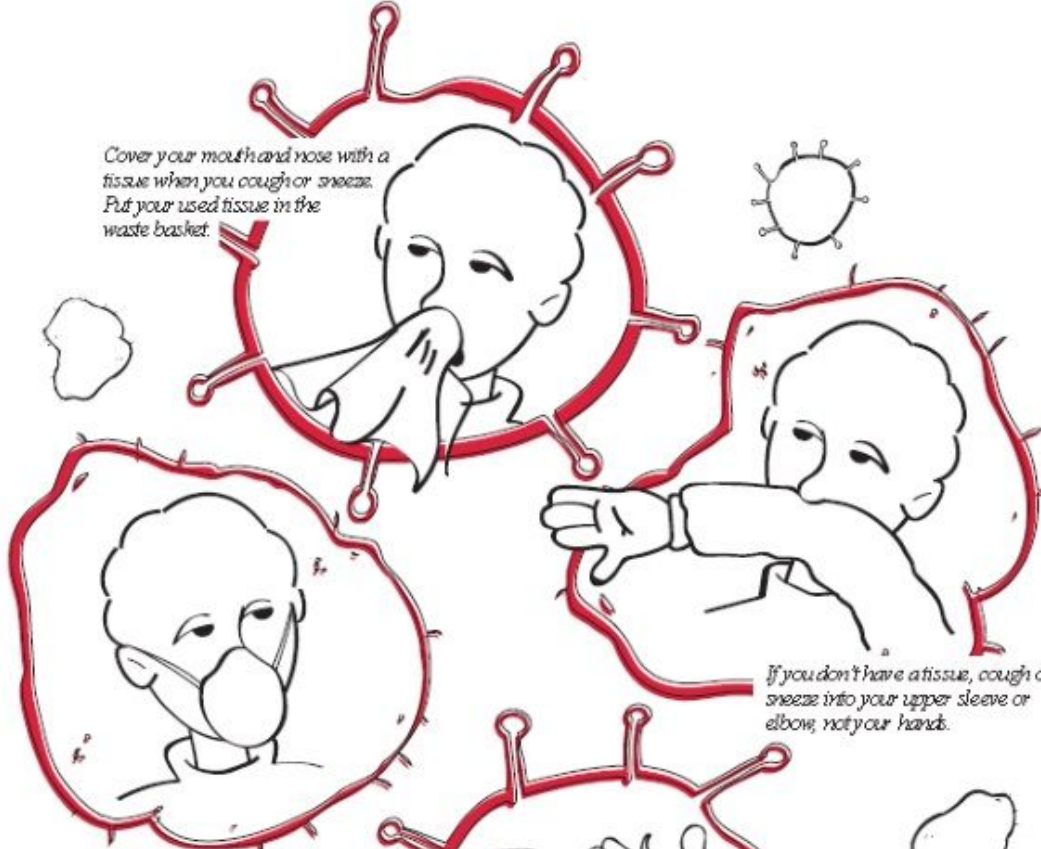
Promote good respiratory hygiene in the workplace

- Display posters promoting respiratory hygiene.
- – Ensure that face masks or paper tissues are available at your workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them
- Position the ill person in a room or area where they are isolated from others in the workplace, limiting the number of people who have contact with the sick person, and contact the local health authorities.
- Why? Because good respiratory hygiene prevents the spread of COVID-19

Cover Cough

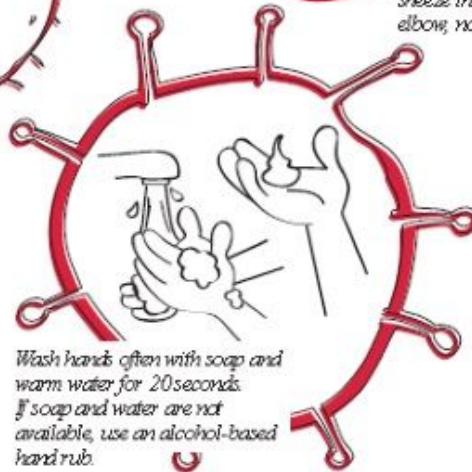
— *Stop the spread of germs that can make you and others sick!* —

Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in the waste basket.




If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.

You may be asked to put on a facemask to protect others.





Wash hands often with soap and warm water for 20 seconds. If soap and water are not available, use an alcohol-based hand rub.





Advise employees and
contractors to consult national
travel advice before going on
business trips






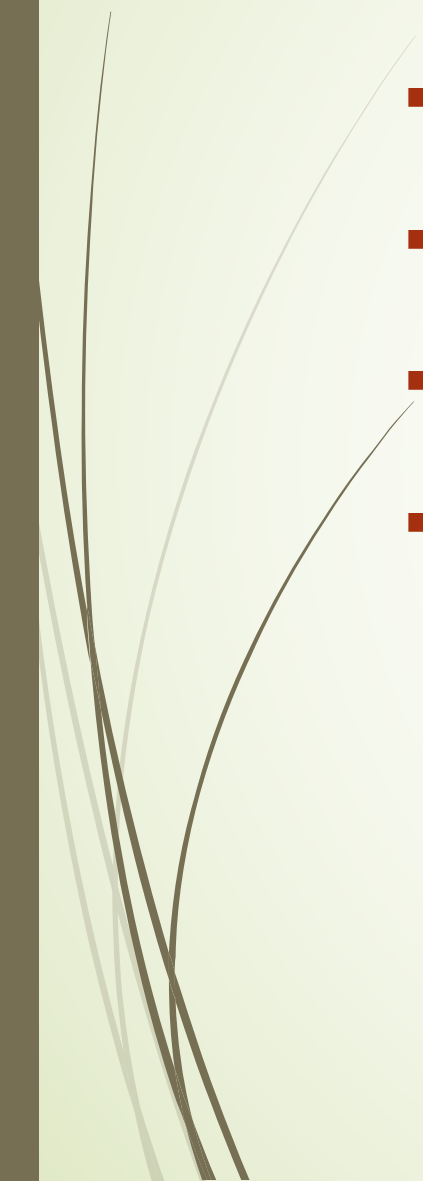
Brief your employees, contractors, and customers that if COVID-19 starts spreading in your community anyone with even a mild cough or low-grade fever (37.3 C or more) needs to stay at home.


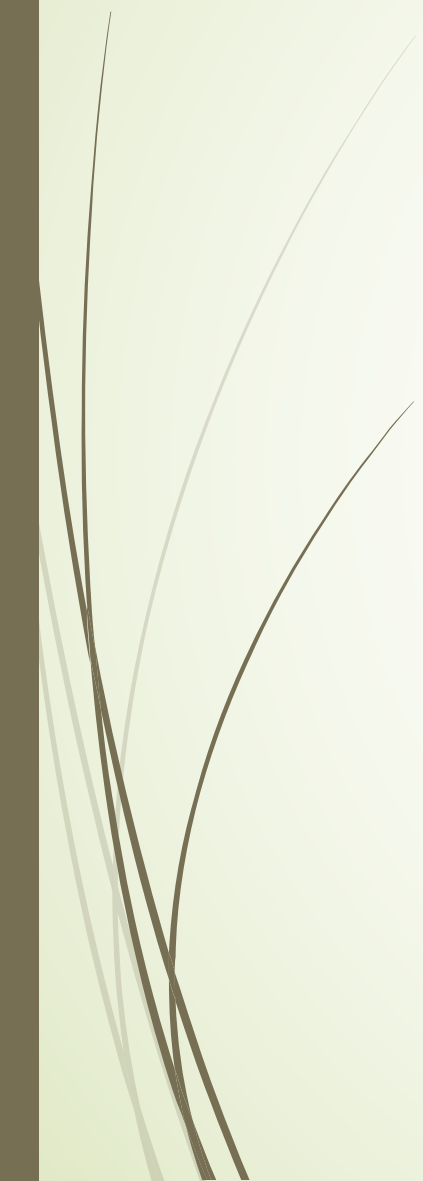
They should also stay home (or work from home) if they have had to take simple medications, such as paracetamol, ibuprofen or aspirin, which may mask symptoms of infection



How to manage COVID-19 risk when organising meetings and events

- There is a risk that people attending your meeting or event might unwittingly bring the COVID-19 virus to the meeting.
- Although COVID-19 is a mild disease for most people, it can make some very ill.

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- Develop and agree a preparedness plan to prevent infection at your meeting or event.
 - Consider whether a face-to-face meeting or event is needed.
 - Could the meeting or event be scaled down so that fewer people attend?
 - Pre-order sufficient supplies and materials, including tissues and hand sanitizer for all participants.
 - Have surgical masks available to offer

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- Make sure all organisers, participants, caterers, and visitors at the event provide contact details: mobile telephone number, email, and address where they are staying. State clearly that their details will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease. Anyone who does not agree to this condition cannot attend the event or meeting.
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During the meeting or event

Provide information or a briefing, preferably both orally and in writing, on COVID-19 and the measures that organizers are taking to make this event safe for participants.



- ▶ Display dispensers of alcohol-based hand rub prominently around the venue.
- ▶ If there is space, arrange seats so that participants are at least 1 meter apart.
- ▶ Open windows and doors whenever possible to make sure the venue is well ventilated.
- ▶ If anyone starts to feel unwell, follow your preparedness plan or call your hotline.




After the meeting or event


- Retain the names and contact details of all participants for at least one month. This will help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event.


Develop a plan for what to do if someone becomes ill with suspected COVID-19 at one of your workplaces

- The plan should cover putting the ill person in a room or area where they are isolated from others in the workplace, limiting the number of people who have contact with the sick person, and contacting the local health authorities.
- Promote regular teleworking across your organisation.



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- ▶ Develop a contingency and business continuity plan for an outbreak in the communities where your business operates
 - ▶ The plan will help prepare your organisation for the possibility of an outbreak of COVID19 in its workplaces or community. It may also be valid for other health emergencies.
 - ▶ The plan should address how to keep your business running even if a significant number of employees, contractors and suppliers cannot come to your place of business, either due to local restrictions on travel or because they are ill.

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- Communicate to your employees and contractors about the plan and make sure they are aware of what they need to do, or not do, under the plan.
 - Emphasize key points such as the importance of staying away from work even if they have only mild symptoms or have had to take simple medications (e.g. paracetamol, ibuprofen) that may mask the symptoms.
 - Be sure your plan addresses the mental health and social consequences of a case of COVID-19 in the workplace

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- Remember: Now is the time to prepare for COVID-19. Simple precautions and planning can make a big difference. Action now will help protect your employees and your business.