

MEASURES AGAINST COVID-19 IN WORKPLACES

Promote good respiratory hygiene

- When coughing and sneezing **cover mouth and nose** with flexed elbow or tissue.
- Throw any used tissue into a closed bin immediately after use.
- Clean hands with **soap and water** or with **alcohol-based sanitisers** after coughing or sneezing.
- Wearing masks or gloves when not necessary may increase risk of infection. It should only be worn by a sick person
- If you are sick with a respiratory illness do **NOT** go directly to a clinic/emergency, stay at home and call the Department of Health on **141**. Call and inform your workplace and discuss alternative work arrangements.



MEASURES AGAINST COVID-19 IN WORKPLACES

Ensure workplaces are clean & hygienic

- Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly.
- Encourage regular disinfection of commonly touched surfaces such as door handles, kettles, fridge and microwaves.
- Disinfectant can be prepared as follows (1 portion bleach 9 portion water or as indicated on label)
- Avoid sharing personal items & office stationeries.



MEASURES AGAINST COVID-19 IN WORKPLACES

Social Distancing at workplace

- **Avoid physical contact** when greeting others.
- If not necessary to see people face to face, use telephone or online means (e-mail or video-conference), even for meetings.
- If face-to-face meeting is unavoidable, keep number to minimum, space seats at least 1 meter distance. Exclude anyone who is sick.
- Ask employees that can **work from home** to do so or use alternate work shifts.
- Develop a **contingency plan** for your business to promote business continuity and communicate to your employees.
- Provide information, **support** and encouragement for staff.
- **Avoid overcrowding** by spacing clients through demarcations using floor stickers to show 1 meter distance and ask extra clients to wait outside.
- Acting now will help protect your employees and your business.



MEASURES AGAINST COVID-19 IN WORKPLACES

Promote good hand-hygiene

- Encourage regular hand washing amongst all staff and customers.
- Put **hand sanitisers**/dispensers in prominent places around the workplace.
- Make sure these dispensers are regularly refilled.
- Display posters promoting hand washing such as near washing basin.
- Ensure access to places to wash hands with soap and running water.
- Place and use paper towels instead of cloth towels.

