

Preparing for Covid 19 in Workplaces

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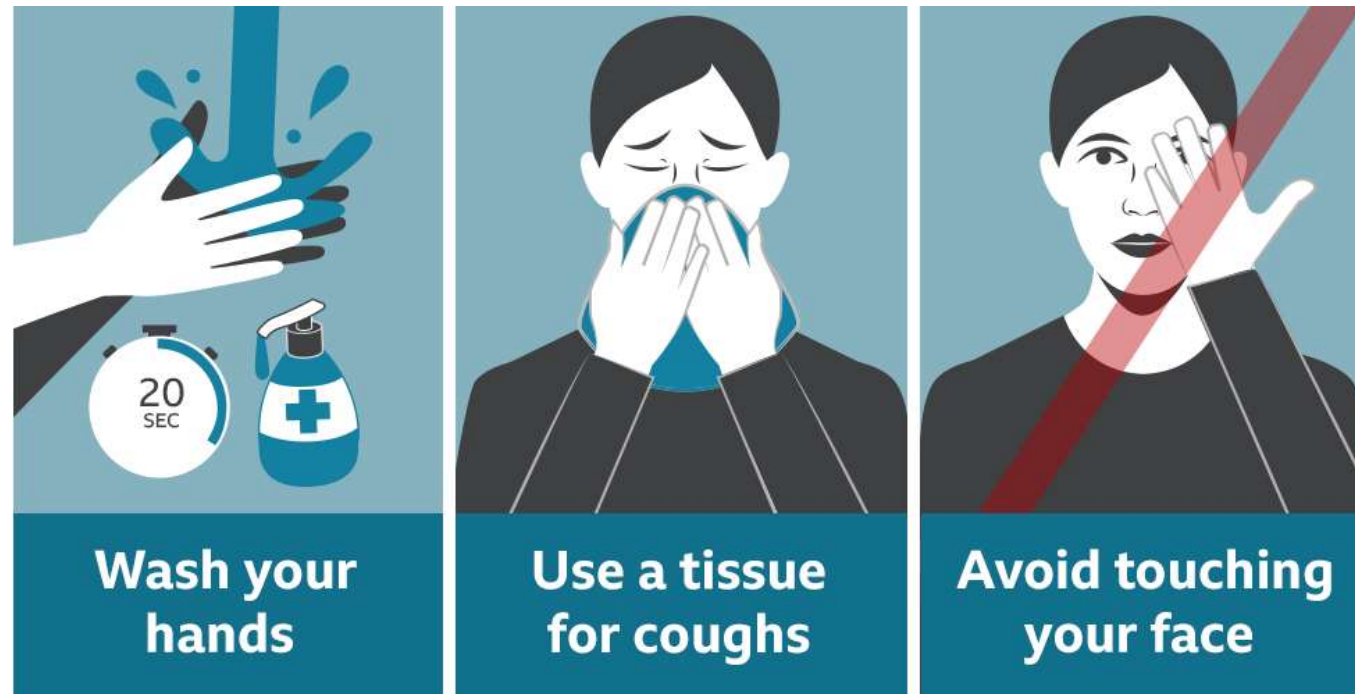
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Adapted from WHO Guidance published 28 February 2020

How Covid 19 will affect Workplaces and Businesses?

1. **Absenteeism:** illness, sick family, child's school closure, fear.
2. **Change of patterns of commerce:** people buy more items for infection prevention, less of all else.
3. People may **stockpile**; shop at odd hours; use more home delivery.
4. **Supplies may be interrupted** (shipments/flights).





What can we do to Prepare?

Plan Ahead. Take Basic Precautions...

Panic or Fear will not solve the problem.

Promote hand-washing

- **Encourage regular hand washing** amongst all staff and customers.
 - Put sanitizing **hand rub** dispensers in prominent places around the workplace.
 - Make sure these dispensers are regularly refilled.
 - Display **posters/videos** promoting hand-washing.
 - Ensure **access to places to wash hands** with soap and running water.
- **Why? Because washing kills the virus on your hands and prevents the spread of COVID- 19.**

Protect yourself and others from getting sick

Wash your hands



- after coughing or sneezing
- when caring for the sick
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after handling animals or animal waste

Wash your hands with soap and running water when hands are **visibly dirty**



If your **hands are not visibly dirty**, frequently clean them by using alcohol-based hand rub or soap and water

Promote good respiratory hygiene

- Display **posters** promoting respiratory hygiene.
- Ensure that face masks and / 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.
- **Why? Because good respiratory hygiene prevents the spread of COVID-19.**

Protect others from getting sick

When coughing and sneezing **cover mouth and nose** with flexed elbow or tissue – throw tissue away immediately and wash hands.



Throw tissue into a closed bin immediately after use

Clean hands with alcohol-based hand rub or soap and water after coughing or sneezing and when caring for the sick



Ensure 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.



Take general precautions to protect the community from spread of Covid 19



- **Avoid large public gatherings.**
- **Avoid close contact** with others when you or when the other person(s) are sick.
- Seek **medical advice early – by phone.**
- Wearing masks or gloves when not necessary or by persons not trained in their use may increase risk of infection.

Ask employees to stay home if ill

- **If COVID-19 starts spreading in your community** anyone with even a mild cough or low grade fever (37.5 C or more) needs to stay at home.
 - Can work from home if mild illness.
 - People need to stay at home even if just mild symptoms.
 - Communicate this via calls/e-mails/posters/videos in your workplaces.
 - Agree to allow this time off to be considered sick leave.

Advise employees to consult National travel advice before going on business trips overseas

- **Before traveling**

- Provide employees latest information from a **credible source**, such as WHO/CDC/ Department of Health.
- **Assess benefits and risks** related to upcoming travel plans.
- Avoid sending employees who may be at higher risk of serious illness (e.g. older employees and those with medical conditions such as diabetes, hypertension, heart and lung disease).
- Advice to travel with small bottles (under 100ml) of alcohol-based hand rub. This can facilitate regular hand-cleaning.



While Traveling

- Encourage employees to **wash their hands regularly** and **stay at least one meter away from people who are coughing or sneezing**
- Ensure employees contact local health authorities if they are feeling ill while traveling, and comply with their instructions.

Avoid close contact with people suffering from a fever and cough



Frequently clean hands by using alcohol-based hand rub or soap and water

Avoid touching eyes, nose or mouth



When coughing or sneezing cover mouth and nose with flexed elbow or tissue - throw tissue away immediately and wash hands



If you choose to wear a mask, be sure to cover mouth and nose – avoid touching mask once it's on



Immediately discard single-use mask after each use and wash hands after removing masks

When Employees return from travel

- **Return is subject to travel advisory restrictions.**
- Employees who have returned from an area where COVID-19 is spreading should **monitor themselves for symptoms for 14 days.**
- **If they develop illness**, even a mild cough or low grade fever:
 - **Stay at home and self-isolate.** This means avoiding close contact (1 meter or nearer) with other people, including family members.
 - **Telephone the Department of Health**, giving details of their recent travel and symptoms, and follow advice and instructions given by them. Do **NOT** go directly to a clinic/emergency room.
 - **Inform the workplace.**

Getting your business ready in case COVID-19 arrives in your community

Develop an internal plan of **what to do if someone becomes ill at work** with suspected COVID-19:

- Put the ill person in a room or area where they are **isolated** from others.
- **If a mask is available, ask the sick person to wear one.**
- **Limit number of people who have contact** with the sick person.
Ensure anyone entering the room **maintains at least 1 m** from the ill person.
- **Contact local health authorities** for further advice.

Work practices

When there is COVID 19 in your community,

- Where possible, promote **working via telephone or online.**
- **Avoid public transport and crowded places.**
- Develop a **contingency plan** for your business:
 - Plan 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.
- **Communicate to your employees** about the plan:
 - Make sure they are aware of **what they need to do – or not do** – under the plan.
 - Emphasize importance of staying away from work if ill (even mild).
- Provide information, support and encouragement for staff.

Work practices

- **Social distancing:**
 - Avoiding large gatherings/meetings.
 - Staggered or non-overlapping work shifts.
- **Downsizing operations:**
 - Stopping non-essential services.
 - Voluntary leave for these staff.
- **Delivering services remotely:**
 - From home – via telephone, e-mail, online.



Closing Note

- **Simple precautions and planning can make a big difference.**
- Action now will help protect your employees and your business.
- These actions are **beneficial for employee health even outside a Covid 19 outbreak**, and should be continued indefinitely.
- **Together, we can beat Covid 19!**
- For further information on Covid 19, contact:
 - 141 Hotline
 - Your local clinic via 4388000
- Thank you.