

Guidelines for Workplace of COVID-19 case

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth.

If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to flu.

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.
- Promote regular and thorough hand washing by employees, employers and customers.
- Put sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled
- Promote good respiratory hygiene in the workplace
- Ensure that face masks(surgical mask) 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
- Refrain from unnecessary travel.
 - Make sure all persons travelling are briefed by a qualified professional (e.g. staff health services, health care provider or local public health partner) and know what to do and who to contact if they feel ill while traveling.
 - Encourage employees to wash their hands regularly and stay at least one meter away from people who are coughing or sneezing
 - Ensure that your employees comply with instructions from local authorities where they are traveling. Employees who have returned should monitor themselves for symptoms for 14 days and take their temperature twice a day.
 - If they develop even a mild cough or low grade fever (i.e. a temperature of 37.3 C or more) they should stay at home and self-isolate and report to the nearest designated health facility and inform workplace. This means avoiding close contact (one meter or nearer) with other people, including family members.