

### 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 both local and international.
- In case of unavoidable travel to locations reporting COVID-19,
  - Make sure your organization and its employees have the latest information on areas reporting COVID-19 available at <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>.
  - Regularly check travel advisories of MoHFW and accordingly share it with employees.
  - 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.
  - Avoid sending employees at higher risk of serious illness (e.g. older employees and those with medical conditions such as diabetes, heart and lung disease)
  - 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 (information can be taken from 01123978046) and inform workplace**. This means avoiding close contact (one meter or nearer) with other people, including family members.