

Keeping your workplace safe



What can employers do to help prevent the spread of Covid-19?

There are some key steps employers can take to help prevent the spread of the virus and support the health of global staff including:

Promote good personal hygiene

Introduce a hygiene campaign encouraging:

- Regular handwashing and the use of alcohol-based hand sanitiser after washing/drying hands;
- Remind employees to regularly clean all high-use work surfaces such as desks, keyboards, mice, screens, phones etc;
- Remind staff about good personal respiratory hygiene including coughing or sneezing into their bent elbow or a tissue, and disposing of the tissue immediately in a sealed trash bin;
- Suggest that employees avoid shaking hands or other close-contact greetings;
- Encourage employees to stay home when they are sick to avoid infecting co-workers.

Limit or eliminate non-essential business travel

By limiting (or eliminating) non-essential travel for a period of time, you can help to reduce workforce exposure to virus in the wider environment including such high traffic areas as airports, train stations, public transit, etc.

Postpone large meetings/conferences

Consider postponing (or cancelling) meetings or conferences where large groups of people would gather in confined spaces. Postponing or cancelling such events can help to reduce potential community spread of the virus.

Social distancing in the workplace

Encourage remote work whenever possible. If this is not possible, consider changes to the work environment to create greater physical separation between employees (up to 1-2 meters between work spaces).

Keep the workplace clean

Devise and implement a new plan for increased cleaning of the physical workspace, including cleaning of all surfaces, furniture, equipment, objects, elevator buttons, doors and door knobs.

Provide support for employee self-care

- Provide hand soap, alcohol wipes, hand sanitising gel, tissues and sealed trash bins in the workplace;
- Require employees who are sick to stay home and work from home as they recover. Create a culture of health and personal responsibility within the workplace so that employees who are sick remain at home rather than return to work and risk infecting co-workers;
- Require that employees self-quarantine for at least 14 days when returning from personal or business travel to determine if they are exhibiting any symptoms of Covid-19 which may result from exposure to the virus in-transit.

Consult the WHO and CDC websites, and your local and government health authorities for more information on creating a safe workplace.

Sources: <https://www.who.int/news-room/detail/09-03-2020-covid-19-occupational-health>, <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

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