

# CORNERSTONES OF WORKPLACE READINESS

## Employees' Responsibilities

- Report if situation is likely to present a danger in the workplace. Self-isolate or report illness to manager, when necessary.
- Wash hands regularly with soap and water for 20 seconds or use an alcohol-based sanitizer (70 %) after opening doors or touching other public surfaces. Consider using a paper towel when required to open doors.
- Obey health-and-safety policies and procedures.
- Continue to follow existing risk assessments and safe systems of work.
- Always flush a toilet with the lid closed to prevent the propagation of particles.
- All employees must wear their own reusable and washable mask as prescribed by government when entering the work premises.
- Follow the protective masks protocol guidelines.
- Maintain a clean desk by wiping the surface regularly.

## Employer's Responsibilities

- Place posters that encourage staying home when ill, how to follow cough and sneeze etiquette, how to sustain hand hygiene. Put up at the entrance to the workplace and in other areas where they will be noticed.
- Disable any touch screens in the buildings and consider alternatives.
- Provide workers with tissues and line waste bins with a plastic bag so that they can be emptied without any contact with contents.
- Provide enough soap and water in the workplace, and alcohol-based disinfectants in multiple locations and common areas to encourage hand hygiene.
- Remove shared foods, beverages and free issue provisioning and replace with single servings where possible.
- Brief the workers, contractors and customers that anyone with even a mild cough or low-grade fever (37.3 °C or more) needs to stay at home. They should also stay home (or work from home) if they needed to take OTC medications, such as paracetamol, ibuprofen or aspirin, which may mask symptoms of infection.
- Provide the necessary PPE to employees. Identify tasks that require specific PPE that needs to be issued by the company (e.g. masks, goggles, gloves, face screens, etc.)

- Give awareness training to employees on COVID-19 and on specific company requirements.
- Update emergency evacuation, risk assessments and business continuity plans and communicate these to all staff members.
- Implement thermometer screening and follow isolation procedures.

## Routine Cleaning

- Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, counter tops, telephones, keyboards, desks, tables and door handles. Use the cleaning agents that are typically used in these areas and follow the directions on the label.
- Provide disposable wipes so that commonly used surfaces (e.g. door knobs, keyboards, remote controls, desks) can be wiped down by workers.
- Minimize possible movement of individuals between work stations, and where work spaces are shared make sure there is thorough cleaning between use (e.g. avoid 'hot' desks and instead allocate designated desks).
- Clean work vehicles appropriately between transport of different passengers or shifts.

## Social Distancing

- Social distancing of at least 2 metres should be adhered to. Avoid person-to-person contact such as shaking hands.
- Avoid meeting people face-to-face. Employees are encouraged to use telephone, online conferencing, email or instant messaging to conduct business as far as possible, even when participants are in the same building.
- Avoid unnecessary travel for business or pleasure.
- Do not congregate at work in meeting rooms, copier areas or other areas where people socialize, both inside and outside.
- Eat at your desk away from others.
- Apply changes to minimize contact. Use physical barriers, markings on the walls or floors or altering placement of equipment or seating (e.g. a screen between staff and customers, and tape markings on the floor to show the 1.5 to 2 metres required distance). Consider back-to-back seating and markings to encourage clockwise movement throughout the building.
- Consider changes in working practices. Stagger times at which work is done or when breaks are taken, and restructure work flows to allow for social distancing to be implemented.

- If using public transport, try to avoid busier travel times to ensure that one can practice social distancing.
- Consider installing temporary screens at reception and at work desks by raising the lower desk panel height with at least 153 cm.

## Maintenance Management

- Follow air circulation HVAC and heating systems best practice guidelines.
- Open windows more often than usual, even if it may compromise thermal comfort, especially in rooms that was previously used by third parties.
- Keep the ventilation on, even at a low rate.
- Maintenance personnel should wear masks, goggles and gloves to replace ventilation filters, since it can be reservoirs for the virus. Always assume, even in normal public health situations, that the filters have potentially contagious microbial material.
- All filters must be stored in sealed bags.
- Clean relevant equipment with approved products.

## Meetings

- Remove high-touch shared tools such as whiteboard markers and remote controls.
- Check and follow advice from Government.
- When a face-to-face meeting is unavoidable, the meeting time should be quick. In a large meeting room, participants should be seated at least 2 metres away from each other, if possible.
- Pre-order sufficient supplies and materials, including tissues, hand sanitizer and closed bins to dispose of waste.
- Make sure all organizers, participants, caterers and visitors at any event provide their contact details. State clearly that their details will be shared with health authorities if any participant becomes ill with a suspected infectious disease.
- Encourage regular hand washing with soap and water, or the use of an alcohol-based sanitizer.
- Encourage participants to cover their face with the crook of their elbow or to use a tissue when coughing or sneezing.
- Provide contact details or a health hotline number that participants can call for advice, or to convey information.
- Open windows and doors whenever possible to make sure the venue is well ventilated.

## What to do if you suspect you are infected

- Remain calm, don't panic.
- Inform your manager and HR department.
- Self-isolate and contact your doctor for further medical advice.
- If you are ill, don't undertake work commitments – rest and take care!
- Any workers who develop flu-like symptoms (e.g. cough, shortness of breath, fever) should go home immediately and contact the public health service. If there is any reason to suspect that they may have been in contact with COVID-19, follow the measures described in 'WHAT TO DO IF YOU FEEL SICK'.

**CORONAVIRUS OUTBREAK 24-HOUR EMERGENCY HOTLINE  
NUMBER: 0800 029 999**

## Resumption of Services: Workplace Readiness

- Use the premises' checklist and determine whether the building is in a suitable condition for people to return to the office.
- Ensure all corrective actions are implemented from the checks performed prior to employees entering the building.
- Notify all suppliers and contractors regarding the company's back-to-work plan.
- Ensure all cleaning contractors have approved chemicals and cleaning schedules in place.
- Keep an inventory of all items to ensure all consumables are available.
- Ensure all health-and-safety signage and awareness posters, including social distancing guidelines, are visible to employees.
- Ensure compliance with all laws and regulations, including landlord requirements.
- Notify and communicate to employees the company's strategy to resume services, and update them on all safety protocols that will be implemented.

**WE DEVELOP PEOPLE, TO SERVE  
PEOPLE, TO UPLIFT SOCIETY**

