COVID-19 PREVENTION
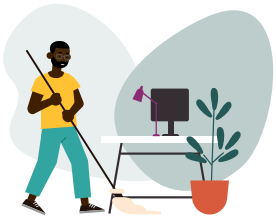
How to stay healthy in the workplace

DOs ✔

Ensure your workplaces are clean and hygienic. Regularly disinfect surfaces like desks, tables, keyboards and telephones.

Promote regular hand-washing. Make sure that staff, contractors and customers have access to places where they can wash their hands with soap and running water.

Make sure tissues are available for those who develop a runny nose or cough, and that there are closed bins to dispose of them.

If COVID-19 starts to spread in your community, **make sure that customers, employees and contractors know they should stay at home** if they develop a mild cough or fever.

Consider when a face-to-face meeting or event is really needed. **Replace with a teleconference or online event if possible.**

Consider if essential meetings could be scaled down so that **fewer people need to attend.**
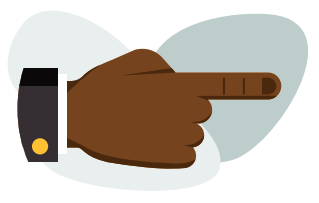
✘ DON'Ts

Don't disguise or mask symptoms if you develop them. Inform your workplace and your local health authority if you think you have COVID-19.

Don't send employees who might be at higher risk of developing severe illness to areas where COVID-19 is spreading.

Don't ignore instructions from national authorities if you have to travel for business.

Don't stigmatise or discriminate against people who may be at risk. This could include people who have recently travelled to an area reporting cases, staff or co-workers who have conditions that put them at higher risk of serious illness, or those who cough or have fever.