### Work Place Safety for COVID-19

#### PROVIDE SIGNS, AUDIO MESSAGES, POSTERS TO BUILD EMPLOYEES’ AWARENESS OF

| Good handwashing technique i.e., wash hands with soap and water for 20 seconds |
| Not touching eyes, nose, or mouth with unwashed hands |

#### CRITICAL TIMES TO WASH HANDS INCLUDE:

- after you cough or sneeze
- before and after eating
- after using the toilet

| Cough and sneeze into a tissue or flexed elbow. Throw the tissue into a waste bin |

#### FUNCTIONAL HANDWASHING FACILITIES WITH SOAP AND SAFE WATER

- Provide handwashing facilities at all toilets and eating/food preparation areas
- Provide single-use paper towels or air driers for drying hands
- If water and soap are not available, provide alcohol-based hand sanitiser with at least 60% alcohol

#### CLEAN AND FUNCTIONAL TOILETS

- Provide a sufficient number of functional and gender-separated toilet facilities
- Ensure a continuous supply of anal cleansing materials i.e., toilet paper or water
- Provide a discrete disposal mechanism for menstrual waste as well as soap and water for washing

#### WATER SAFETY

- Make adequate quantities of water available for hand washing, drinking and cleaning
- Treat drinking water if it is not safe to drink
- Ensure that treated water is safely stored in clean and covered containers
- Routine cleaning procedures are followed for water containers and tanks
- Provide enough drinking cups so that workers do not need to share

#### CLEANING & DISINFECTION

- Clean and disinfect surfaces and objects daily e.g. handles, desks, tables, tools, keyboards, sewing machines, sprayers, cutting sheers, trimmers, etc.
- Increase the frequency of cleaning common areas, e.g., canters/dining rooms, meeting rooms
- Ensure cleaners have Personal Protective Equipment (PPE), disposal method for PPE and cleaning agents effective at killing the COVID-19 virus
- Ensure there is a sufficient number of trained workers to clean and disinfect facilities
- Provide additional waste bins with more frequent rubbish collection

#### SOCIAL DISTANCING

- Use social distancing floor markers to ensure workers queue 2 metres apart from each other while waiting for:
  - toilets
  - drinking water
  - handwashing

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