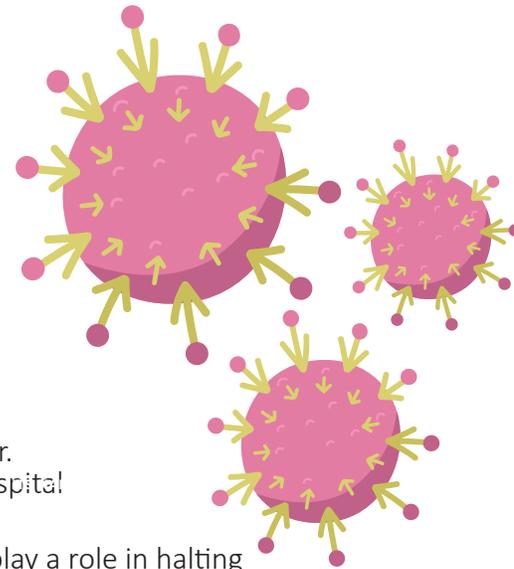


# **INFECTION PREVENTION AND CONTROL RECOMMENDATIONS FOR EMPLOYERS: INTERIM GUIDANCE FOR COVID-19**

In January 2020 the World Health Organization (WHO) declared the outbreak of a new coronavirus disease in Hubei Province, China to be a Public Health Emergency of International Concern. WHO stated there is a high risk of the 2019 coronavirus disease (COVID-19) spreading to other countries around the world.

## **METHOD OF SPREAD**

- When an ill person with COVID-19 coughs or exhales, they release droplets of infected fluid.
- If persons are standing within one metre of a person with COVID-19, they can be infected by breathing in droplets coughed out or exhaled.
- Most of these droplets fall on nearby surfaces and objects, such as desks, tables or telephones.
- Persons can also be infected with COVID-19 by touching contaminated surfaces or objects and then touching their eyes, nose or mouth.
- Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care.
- Therefore, all sections of society, including businesses and employers, must play a role in halting the spread of this disease.



## **GENERAL ADVICE TO ALL PERSONS**

- Try to maintain a safe distance of 2 metres from all persons.
- Avoid touching eyes, nose and mouth.
- Cover a cough or sneeze with a tissue.
- Wash hands with soap and water regularly and when visibly soiled. Use alcohol hand rub in between washing.
- Perform alcohol hand rub using preparations of 62% and above after touching things such as money, parking tickets, elevator buttons, and door handles.



## PERSONS WHO DEAL WITH HIGH VOLUME OF PEOPLE

Persons who deal with high-volume customer interactions such as customer service representatives, bank tellers, educators, and event planners, may be at additional risk of exposure when undertaking daily duties.

**These persons should implement the following techniques to minimise exposure:**

- Have accessible 62% and above alcohol on person or at work station to facilitate hand rub.
- Perform hand rub after every interaction with clients.
- At regular intervals, hand wash with soap and water, especially if handling items such as money.
- If persons are sneezing or coughing, provide tissues and no-touch disposal receptacles for discard.
- Place 62% and above alcohol hand rubs stations in multiple locations for access by customers and encourage use.
- Ask persons to approach one at time and maintain the 2 metres at all times.
- Wipe all surfaces and objects at workstation using commercial bleach wipes for commonly used items, such as pens, rubber stamps, telephones, computers and chairs.

## PREVENT THE SPREAD OF COVID-19

***Make workplaces clean and hygienic***

Employers should start doing these things now, even if COVID-19 has not arrived in the communities where they operate:

- Develop a weekly cleaning schedule for all work areas.
- Surfaces (e.g. desks and tables) should be wiped clean with soap and water, but disinfected with commercial bleach wipes at the end of the day.
- Objects (e.g. Light switches, elevator buttons, telephones and keyboards) should be wiped using a cotton ball moistened with 62% and above alcohol.
- Tiled floors should be cleaned daily using soap and water and disinfected with commercial bleach.
- Carpets should be steam shampooed or vacuumed weekly.
- Service or clean air condition units (central and split unit models) and ensure that all filters are washed weekly.



***Promoting regular and thorough handwashing by employees, contractors and customers***

- Ensure that staff and customers have access to places where they can wash their hands with soap and water.
- Ensure that all hand wash basins are functional and running water is available.
- Store water safely in covered buckets for hand washing if water is not available. Add 1-2 drops of commercial bleach (not bulk) to a 5 gallon bucket for all stored water containers.
- Ensure that adequate soap and paper towels are available for washing and drying hands.

- Place sanitising hand-rub dispensers in prominent places around the workplace. Ensure these dispensers are regularly refilled.
- Display posters promoting handwashing or hand rub using alcohol.
- Enlist company officers, such as safety officer, school nurse or personnel officer, to offer guidance in briefings or meetings and information on the intranet to promote handwashing.

### ***Promoting good respiratory hygiene in the workplace***

- Display posters promoting respiratory hygiene.
- Enlist company officers, such as safety officer, school nurse or personnel officer, to offer guidance in briefings or meetings and information on the intranet to promote good respiratory hygiene.
- Educate staff and customers about covering their cough or sneeze.
- Advise staff to avoid touching face, eyes, nose or mouth after sneezing.
- Ensure adequate paper tissues are available at the workplace, for those who develop a runny nose or cough at work.
- Provide closed bins lined with black trash bags for hygienically disposing of used tissues.
- Promote hand rub using 62% and above alcohol after every sneeze, cough or after discarding used tissues.
- Advise all employees to consult national travel advice before going on business trips.



### **ADVICE TO ILL STAFF AND CUSTOMERS**

- Brief all employees and customers that anyone who is ill with a cough or fever needs to stay at home until symptoms have resolved.
- Display signs promoting staying at home.
- Provide contact numbers for staff to call to inform of illness.
- If someone becomes ill while at work, place the ill person in a room or area where they are away from others in the workplace.
- Limit the number of people who have contact with the sick person and contact the local health department.
- Educate staff and customers about covering their cough or sneeze.
- Wash hands or use 62% and above alcohol for hand rub after assisting the ill person.
- After person has been safely transported to a healthcare facility, ensure cleaning of all surfaces and objects.



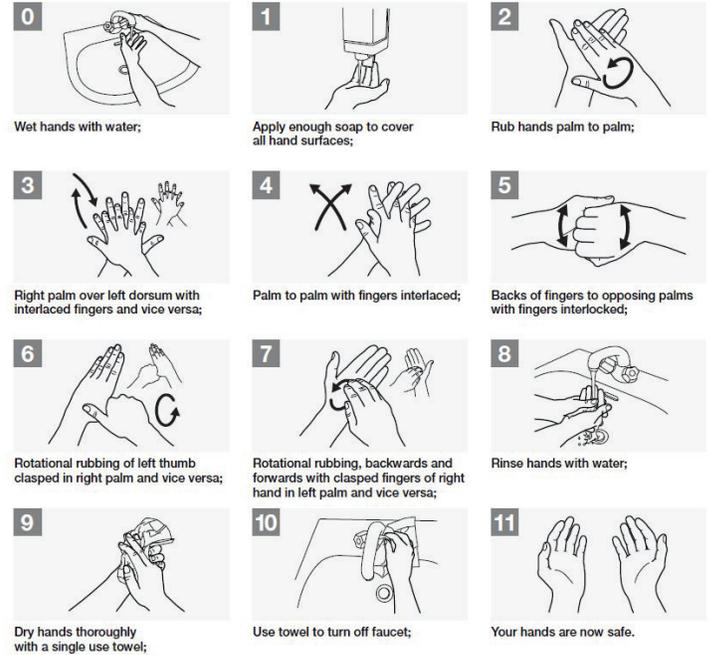
# How to Handrub

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED



# How to Handwash

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB



For more information contact



CALL: 888-ONE-LOVE (663-5683); WEBSITE: [www.moh.gov.jm](http://www.moh.gov.jm)

SOCIAL MEDIA:    @themohgovjm



Designed by  
Jamaica Information Service  
March 2020