

# Control Guidelines to make Workplace Corona-Proof



## Guidelines for effective COVID-19 disinfection practices in the Workplace:



### Encourage everyday preventive practices to stay Corona19Safe

Every individual should be encouraged to follow basic preventive measures like-

- Washing hands
- Using tissues or handkerchiefs for sneezing and coughing
- Maintaining social distance (**3-6 feet between each individual**) and large gatherings (no more than 10 people) should be strictly prohibited.



### Put on posters explaining good hygiene:

Display posters in visible areas such as in the work stations, conference rooms, cafeteria, and break rooms to encourage good hygiene.



### Transportation Facilities:

- For employees who depend upon public transportation to reach offices, special transportation should be arranged.
- Only 30-40% of the vehicle capacity should be filled and every individual should maintain distance between them.
- All vehicles should be disinfected at the entrance.



### Use good quality Sanitizers and Disinfectants:

Look for the government-approved sanitizers and disinfectants, preferably products that contain bleach or chlorine.

- All areas such as lobbies, corridors, escalators, elevators, staircases, office rooms, meeting rooms, cafeteria should be mopped clean with a disinfectant
- After disinfecting every surface empty the trash, dust and vacuum the office to minimize cross-contamination
- Hand sanitizing stations should be installed in office premises
- Frequently touched areas like tabletops, chair handles, pens, diary, files, keyboards, mouse, mouse pad should be cleaned with 1% sodium hypochlorite disinfectants
- Use Electrostatic Sprayers for spraying disinfectants on surfaces as charged sprays are more effective and efficient in killing the virus.



### Provide Some Basic Supplies Employees and other workers:

Employees should be provided with some basic stuff such as,

- Hand sanitizers, disinfecting wipes, soap and paper towels, tissues, and disposable facemasks should be given to every individual.
- Wastebaskets for disposal should be placed at every corner.



### Testing at the Entrance of the Premises:

- Every individual should be scanned for high-temperatures with a thermal scanner at the entrance.
- Touch-free hand sanitizing stations should be installed at the entrance of the offices.



### Personal Protection Gear:

The employees should be encouraged to wear appropriate protective equipment while traveling.

- Gloves and a triple layer mask or a cloth mask should be worn.
- Wash hands with soap and water immediately after discarding the mask and gloves.



### Stay Alert and Informed:

- Educate your employees and encourage them to cultivate good hygiene practices to curb the spread of the virus.
- Get updated information about illness activity around the locality from your local public health department.
- If a person is infected with the virus, don't panic. Take him/her to the nearest hospital and sanitize the areas they came into contact with.

## What is COVID-19?

COVID-19 is an acute respiratory illness or disease that is caused by a novel **Coronavirus (SARS-CoV-2)**.

Shortness of breath, fever, and cough are common symptoms of the virus.

It spreads via droplets produced by coughing or sneezing by the infected person

Viruses can easily be inactivated by chemical disinfectants such as **1% sodium hypochlorite disinfectants**

Using **Electrostatic Disinfectant Sprayers** can be extremely effective for killing viruses and microorganisms. Charged droplets ejected from these sprayers are formed with disinfectant and compressed air

## SYMPTOMS



## Other Important Guidelines:

- Every employee should be provided with medical insurance.
- Employees should be encouraged to use stairs instead of elevators
- No more than 2 people should be allowed to travel inside an elevator to maintain social distance.
- Workplaces should have a gap of 1 hour between shifts and lunch breaks to avoid large gatherings