

## **COVID-19 PROTOCOL for Businesses/ Offices**

### **POLICY BRIEF & PURPOSE**

Prepare a COVID-19 response plan regarding the new measures stipulated above. This plan must be submitted to and approved by the Environmental Health Department.

This policy includes the measures EHD is actively taking to militate employees from possible contraction of coronavirus within the workplace. Staff, are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions.

This COVID-19 company policy is susceptible to changes with the introduction of additional governmental and international guidelines.

### **POLICY ELEMENTS**

Outlined are the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

### **RESPONSIBILITY OF EMPLOYER**

The employer shall supply for hygienic practices the following:

- Tissue and waste disposal receptacles for use by employees.
- Continuous supply of soap and water and alcohol-based hand sanitizer.
- Hand sanitizer will be provided in multiple locations to encourage hand hygiene.
- Personal protective equipment including but not limited to gloves, face mask, gowns where necessary, etc for staff.
- Cleaning equipment and PPE for cleaning staff
- The employer shall provide accurate and consistent information to employees, to include but not limited to:
  - Sensitization on COVID-19
  - Updates on local and international situations (non-sensitive/classified information)

### **EMPLOYEES WELL BEING**

### **Sick employees:**

- Employees who have symptoms of acute respiratory illness should notify their supervisor and stay home.
- Sick employees should not come to work until they are free of fever (temperature of 100.4° F [37.8° C]) or greater, for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines.

### **Separation of sick employees:**

- Employees who appear to have developed respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick while at work should be separated from other employees. (isolated within designated room until this potentially sick person can be removed from the worksite)
- If employees develop fever and respiratory symptoms they must notify supervisor immediately.
- If you have a positive COVID-19 diagnosis, you can return to the office only after you've fully recovered, with a doctor's note confirming your recovery.

### **Work from home requests:**

- If you are feeling ill, but you are able to work, you can request to work from home.
- Employees who have been in close contact with someone infected by COVID-19, with high chances of being infected, should stay at home and seek medical consultation.
- An employee who is a parent and may have to stay at home with a sick child/children, may request to work from home. Follow up with your manager to make arrangements and set expectations.

### **TRAVELING/COMMUTING MEASURES**

- All travels and events –international – will be cancelled/postponed until further notice.

### **Cleaning and disinfecting vehicles. (to be done at the end of the work day) by the assigned driver**

- When cleaning the vehicle, persons should wear face mask and disposable gloves.
- Doors should remain open when cleaning the vehicle
- All surfaces that are frequently touched should be thoroughly cleaned and disinfected using 0.5% sodium hypochlorite solution or commercially approved disinfectant.

- Clean interior of vehicle with neutral detergent
- Rinse the interior of the vehicle with a bleach solution of 1:10 bleach to water
- Allow the bleach solution to remain for 10 minutes
- Rinse thoroughly with clean water
- Allow the vehicle to air dry

## **HYGIENE REQUIREMENTS**

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20 second rule). . If soap and running water are not immediately available, use alcohol-based sanitizers.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure adequate ventilation and air exchange.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent infection.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).

## **OPERATIONS IN OFFICE**

- Workers should not use other workers' phones, desks, offices, or other work tools and equipment, where possible.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. Use approved cleaning chemicals.
- All workers shall be provided and be expected to wear face mask whilst at work.
- Officers within the workplace shall maintain a 6 feet physical distance between each other.
- There shall be no overcrowding within the working space (10 persons within a designated space or a minimum of 30 square feet per individual)
- Employees who are receiving cash shall be provided with alcohol based hand sanitizer to maintain hand hygiene
- In-person meetings whether non-company parties or in house should be limited and done virtually where possible.
- Employee must conduct routine decontamination of equipment and tools.

## **Customer relations**

- Workers whose activities involve close contact with the customers will do so behind the glass pane

- No employee will have direct contact with a customer

## **ENVIRONMENTAL CLEANING/JANITORIAL SERVICES**

### **Personal Protective Equipment (PPE):**

Cleaning staff should wear the recommended personal protective equipment including at a minimal, disposable gloves and face mask for all tasks in the cleaning process and when handling trash.

- Gloves should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves.

### **Equipment and supplies for cleaning staff**

- disposable gloves
- mop;
- paper towel and/or absorbent material;
- detergent solution;
- water
- sanitizing agent, such as 5% domestic liquid bleach for disinfecting solutions or commercially prepared disinfecting chemicals.
- cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas), focusing especially on frequently touched surfaces.

### **How to Clean and Disinfect**

#### **Surfaces**

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common household disinfectants should be effective.
  - o Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper

ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

- Prepare a bleach solution by mixing:
  - o 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water or
  - o 4 teaspoons bleach per quart of water
  - o Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
  - o For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
  - o If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
  - o Otherwise, use products with the EPA-approved emerging viral pathogens claims that are suitable for porous surfaces

The informational in this policy is intended provide employees with a conducive and safe environment whilst meeting their obligations of providing continuous service to the public.