



Best Practices to Mitigate the Spread of COVID-19 at Your Facility

Clean and disinfect frequently touched surfaces such as workstations, tables, doorknobs, light switches, countertops, handles, desks, chairs, phones, keyboards, toilets, faucets, and sinks. If surfaces are dirty, clean them using detergent or soap and water prior to disinfection. To disinfect, most common Environmental Protection Agency (EPA) registered household disinfectants will work. See Centers for Disease Control and Prevention (CDC) recommendations [for household cleaning and disinfection](#).

In an attempt to stop the spread of COVID-19, the following information has been obtained from the Occupational Safety and Health Administration (OSHA), World Health Organization (WHO), and the CDC.

Recommendations for Employers:

- Before allowing people onsite, ask for the advice of authorities in your area. Follow their advice.
- Develop and agree upon a preparedness plan to prevent infection at your facility per CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>.
 - Consider whether a face-to-face meeting or event is needed. Could it be replaced by a teleconference or online event?
 - Could the meeting be scaled down so that fewer people attend?
 - Ensure and verify information and communication channels in advance with key partners such as public health and healthcare authorities.
 - Pre-order sufficient supplies and materials, including tissues and hand sanitizer for all participants. Have surgical masks available to offer anyone who develops respiratory symptoms.
 - Actively monitor where COVID-19 is circulating. Advise participants in advance that if they have any symptoms or feel unwell, they should not attend.
 - Make sure all organizers, participants, caterers, and visitors at the event provide contact details (mobile telephone number, email, and address where they are staying). State clearly that their details will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease. If they will not agree to this, they cannot attend the meeting.
- Develop and agree a response plan in case someone at the meeting becomes ill with symptoms of COVID-19 (dry cough, fever, malaise). This plan should include at least the following:
 - Identify a room or area where someone who is feeling unwell or has symptoms can be safely isolated.
 - Have a plan for how they can be safely transferred from there to a health facility.
 - Know what to do if a meeting participant, staff member or service provider tests positive for COVID-19 during or just after the meeting.
 - Agree to the plan in advance with your partner healthcare provider or health department.
- Provide information or a briefing (preferably both orally and in writing) on COVID-19 and the measures that organizers are taking to make this event safe for participants:
 - Build trust. For example, as an icebreaker, practice ways to say hello without touching.
 - Encourage regular hand washing or use of an alcohol rub by all visitors, drivers, etc.
 - Encourage participants to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins to dispose of them in.

- Provide contact details or a health hotline number that participants can call for advice or to give information.
- Open windows and doors whenever possible to make sure the venue is well ventilated.
- If anyone starts to feel unwell, follow your preparedness plan or call your hotline.
 - Depending on the situation in your area or recent travel of the participant, place the person in the isolation room. Offer the person a mask so they can get home safely, if appropriate, or to a designated assessment facility.
- Thank all participants for their cooperation with the provisions in place.
- Display dispensers of alcohol-based hand rub prominently around your office/terminal.
- If there is space, arrange seats so that participants are at least one meter apart.
- Limit reception area size to accommodate 6 feet of separation for all seats.
- Surfaces and objects (desks, tables, telephones, keyboard, etc.) should routinely be wiped with disinfectants per CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>.
- Promote regular and thorough hand washing by employees, contractors, and customers:
 - Put sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled.
 - Display posters promoting hand washing – ask your local public health authority for these or look on www.WHO.int.
 - Combine this with other communication measures such as offering guidance from occupational health and safety officers, briefings at meetings, and information on the intranet to promote hand washing.
 - Make sure that staff, contractors, and customers have access to places where they can wash their hands with soap and water.
 - Why? Because washing kills the virus on your hands and prevents the spread of COVID-19.
- Promote good respiratory hygiene in the workplace
 - Display posters promoting respiratory hygiene. Combine this with other communication measures such as offering guidance from occupational health and safety officers, briefing at meetings, and information on the intranet etc.
 - Discourage smoking and other activities at your facilities that weaken the lungs.
 - Ensure that facemasks and/or paper tissues are available at your workplaces (for those who develop a runny nose or cough at work) along with closed bins for hygienically disposing of them.
 - Why? Because good respiratory hygiene prevents the spread of COVID-19.
- Brief your employees, contractors, and customers that if COVID-19 starts spreading in your community, anyone with even a mild cough or low-grade fever (98.7 F to 100.4 F) needs to stay at home. They should also stay home (or work from home) if they have had to take simple medications, such as paracetamol/acetaminophen, ibuprofen, or aspirin, which may mask symptoms of infection.
 - Keep communicating and promoting the message that people need to stay at home even if they have just mild symptoms of COVID-19.
 - Display posters with this message in your workplaces. Combine this with other communication channels commonly used in your organization or business.
 - Your occupational health services, local public health authority, or other partners may have developed campaign materials to promote this message.
 - Make clear to employees that they will be able to count this time off as sick leave.



- AFTER you are done meeting:
 - Retain the names and contact details of all potential new hires, drivers, employees, vendors, guests, etc., for at least one month. This will help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event.
 - If someone was isolated as a suspected COVID-19 case, the organizer should let all participants know this. They should be advised to monitor themselves for symptoms for 14 days and take their temperature twice a day.
 - If they develop even a mild cough or low-grade fever (i.e. a temperature of 98.7 F or more), they should stay at home and self-isolate. This means avoiding close contact (1 meter or nearer) with other people, including family members. They should also telephone their healthcare provider or the local public health department, giving them details of their recent travel and symptoms.
 - Thank all the participants for their cooperation with the provisions in place.

Clean hands after going to the bathroom, before eating, and after coughing, sneezing, or blowing your nose.

