

COVID-19 Prevention Tips for Businesses

Maintain Sanitary Conditions

- Make sure workplaces are clean and hygienic
- Regularly wipe down surfaces (e.g., desks, tables, restroom counters, sinks, etc.) and objects (e.g., telephones, keyboards, and others) with disinfectant
- Promote regular hand-washing by employees, contractors, and customers
 - Display posters encouraging frequent and thorough hand washing
 - Post reminders online in the company intranet or through periodic messages in emails or chat systems
 - Place sanitizers or dispensers prominently around the office, particularly in high-traffic areas, and refill them regularly
 - Make sure staff, contractors, and visiting customers have access to facilities where they can wash their hands

Promote Good Respiratory Hygiene

- Display posters that demonstrate the proper way to cover a cough or sneeze using one's bent elbow instead of hands
- Provide boxes of tissues or dispensers throughout the office: on desks, counters, conference rooms, and other areas where people can access them
- Keep a supply of face masks available in case someone in the office develops a runny nose or cough while at work

- Make sure that used tissues and masks are disposed of in sealed bins with closed lids

Limit Travel

- Attempt to limit work-related travel whenever possible
- Encourage teleconferencing and video meetings for customers and workers outside the area
- Avoid enrolling in events, seminars, conferences, or group activities until the outbreak has been contained or health authorities ease recommended restrictions

Embrace Remote Working Arrangements

Promote regular teleworking across your organization. If there is an outbreak of COVID-19 in your community, the health authorities may advise people to avoid public transport and crowded places. Teleworking will help your business keep operating while your employees stay safe.

- If COVID-19 begins spreading in your community, anyone with even a mild cough or low-grade fever needs to stay at home.
- Brief your employees and contractors on processes and protocols for working remotely.
- Brief customers that offices may be closed or have reduced staffs, even though business operations remain ongoing. Provide resources, contacts, and processes for customers to continue receiving service (where possible) when physical locations aren't accessible.

- Employees and contractors should also stay home (or work from home) if they've taken simple medications, such as paracetamol/acetaminophen, ibuprofen or aspirin, which can 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.