

Do's for Employees / Officers / Support Staff in offices providing essential services during Corona lockdown

- Educate your workforce and communicate regularly with employees
- Monitor govt. developments on a daily basis
- Appoint a corona virus emergency management team to handle the emergency situation
- Reinforce good hygiene practices and take related safety precautions
- Frequently washing their hands thoroughly with soap and water for at least 20 seconds or an alcohol-based hand sanitizer that contains at least 60 percent alcohol
- Avoiding touching their eyes, nose and mouth
- Covering sneezes or coughs with tissues, if possible, or else with a sleeve or shoulder
- Avoiding close contact with people who are sick
- Staying home when sick
- Cleaning and disinfecting frequently touched surfaces and objects
- Maintain good hygiene and cleanliness of the workplace,
- Implement physical social distancing - keeping everyone at the workplace physically apart
- Actively consider the context of your business, that is, the workplace, the work carried out there, your workers and others who come into the workplace
- Take precautions to eliminate or minimise the risk of the people at your workplace contracting COVID-19
- Limit contact with others, including through shaking hands, meeting in person, group lunches, etc. Encourage online meetings
- Employers must try to reduce the psychological risks to workers and others at the workplace, periodical psychological counselling for vulnerable employees
- Be update with information from official sources
- Provide workers with a point of contact to discuss their concerns and to find workplace information in a central place
