

**For more information about the Coronavirus Disease (COVID-19), go to this link:**  
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

**Wash your hands frequently**

**Maintain social distancing**

**Avoid touching eyes, nose and mouth**

**Practice respiratory hygiene**

**If you have fever, cough and difficulty breathing, seek medical care early**

**Stay informed and follow advice given by your healthcare provider**

*The low-cost measures below will help prevent the spread of infections in your workplace, such as colds, flu and stomach bugs, and protect your customers, contractors and employees.*

Employers should start doing these things now, even if COVID-19 has not arrived in the communities where they operate. They can already reduce working days lost due to illness and stop or slow the spread of COVID-19 if it arrives at one of your workplaces.

1. Make sure your workplaces are clean and hygienic
  - Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly
2. Promote regular and thorough handwashing 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](http://www.WHO.int).
  - Make sure that staff, contractors and customers have access to places where they can wash their hands with soap and water
3. Promote good respiratory hygiene in the workplace
  - Ensure that face masks<sup>1</sup> and / or paper tissues are available at your workplaces, for those with a runny nose or cough at work, along with closed bins for hygienically disposing of them
4. 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 (**99.14 F or more**) needs to stay at home. Also, stay at 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