

## **QUICK TIPS FOR EMPLOYERS FOR KEEPING WORKPLACES SAFE**

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- A. Have a **DEDICATED** Corona Virus Crisis team: - Even as the situation changes it is important to have a team that monitors the situation within your area of operation and in the organization. Planning beforehand will help make quick decisions should any emergency arise.
- B. Clearly define responsibility on your sources of **INFORMATION**: - Make sure you have defined sources of information about what is going on internally and externally and a team of people who are collecting it and sharing appropriately.
- C. Make regular **COMMUNICATION** with employees: - Employers are responsible for providing adequate information and appropriate training on Occupational Safety and Health. Whether your employees are at work, working from home or are on some form of lay-off they are concerned for their health, their short-term financial security and their longer-term jobs. Provide a means to contact your employees and a way to answer to employees concerns and grievances.
- D. Have an exclusion **PROTOCOL** where there are suspected cases of corona virus like symptoms

For instance:

- Isolate the individual and send home
  - Report to the necessary authority
  - Identify those who have been in direct contact, isolate and send home
  - Close the affected area
  - Deep clean over 24/48 hours
  - Back to work
- E. **REINFORCE** good hygiene:- Employers are responsible for providing, where necessary and so far as is reasonably practicable, adequate protective clothing and protective equipment, at no cost to the worker. Make it obvious. Put notices

everywhere **“WASH YOUR HANDS, DO IT HERE, DO IT NOW”**. Provide hand-sanitizers in key places.

- F. **SOCIAL DISTANCING** in the workplace: - Requires distancing with the customers, public and employees. Thus, minimize large numbers of people congregating in close proximity. Avoid activities that require people to congregate for meetings. Some social distancing measures include:
- Keep your distance at least 1.5 meters away from other people.
  - Use markings, ribbons or physical barriers to delimit areas or spaces/places.
  - Establish rules for entrances, exits and passageways using the means mentioned above.
  - Staggering activities over the course of the working day will automatically have an impact on the number of people present.
  - Similarly, stagger breaks as much as possible so that workers take breaks one after another and not all at the same time.
- G. Working from **HOME**: - In this transformative change in the world of work, employers now must be innovative and embrace use of technology as effective options to running businesses. Ensure that employees have the necessary tools and equipment to make this possible.
- H. Embrace **SOCIAL DIALOGUE**: - The situation calls for consultation and sharing of information with trade unions or the renegotiation of collective agreements. Urgent action will be needed where necessary. Make it clear that failure to meet does not mean failure to act.