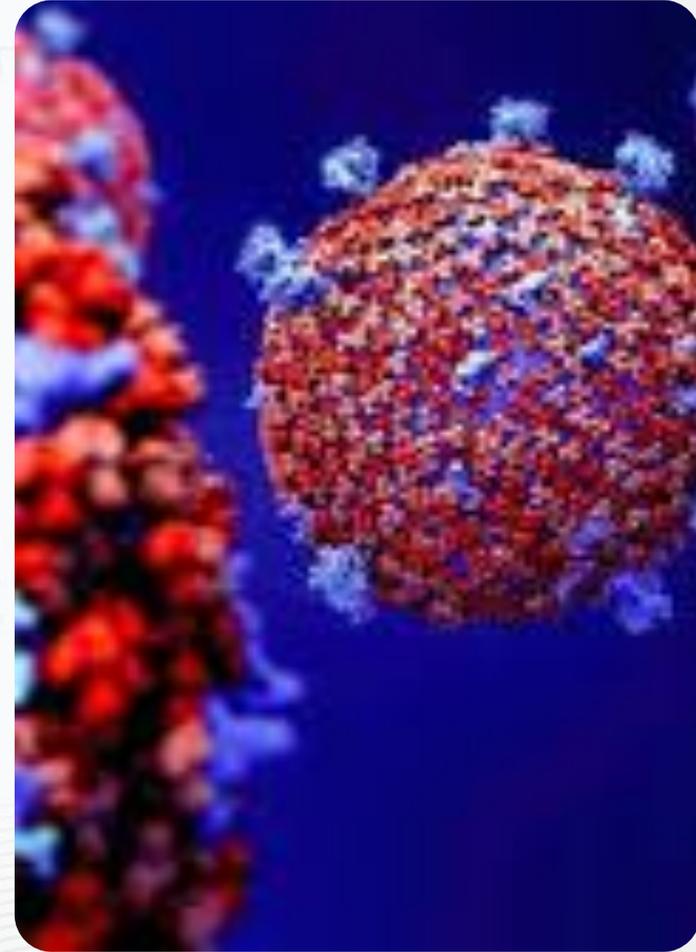
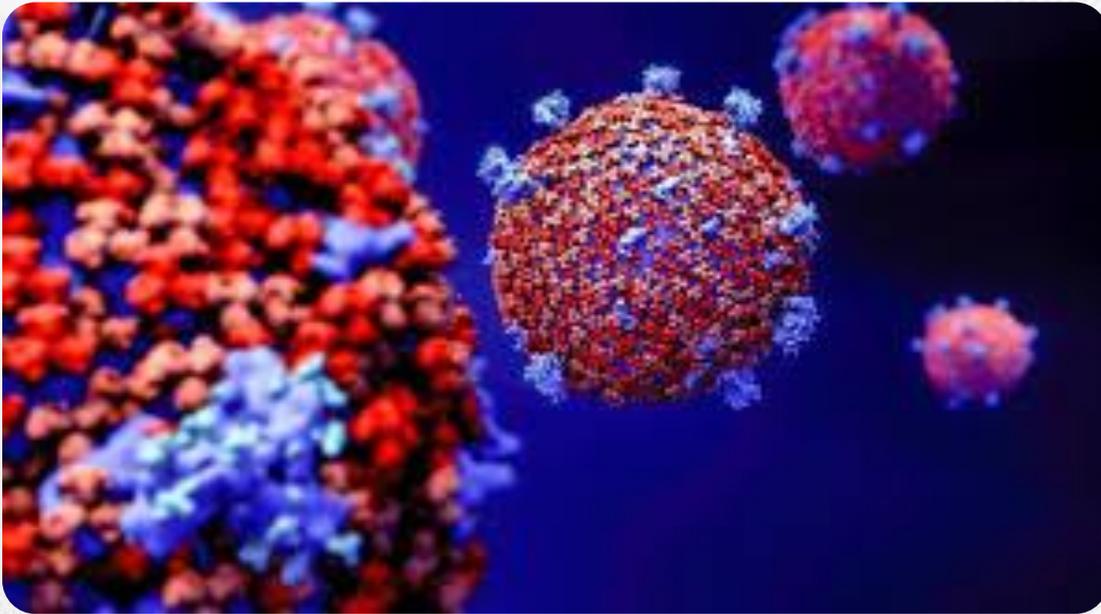


# COVID 19 GUIDELINES

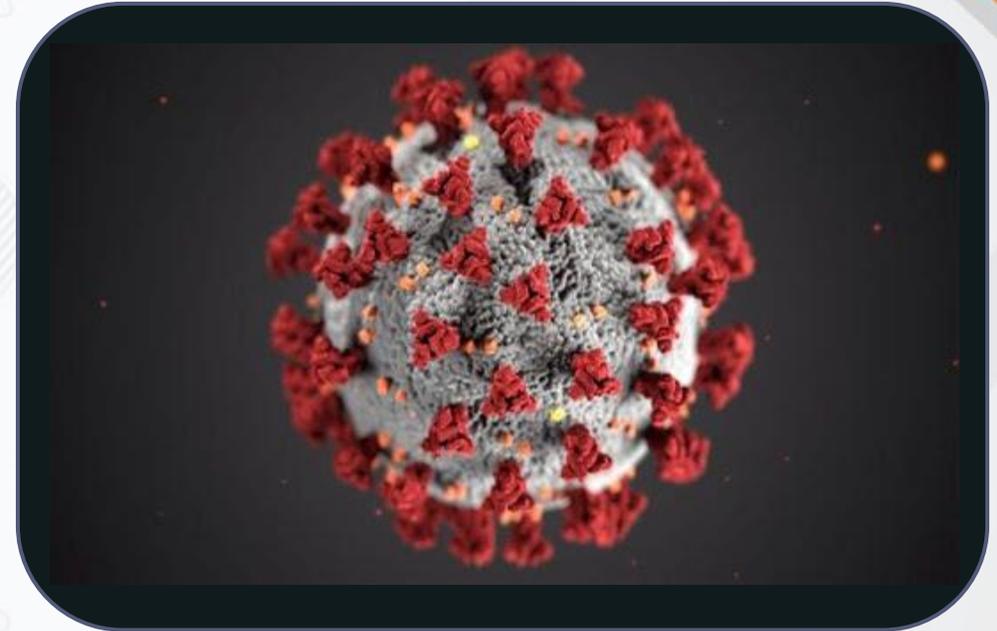


# CORONAVIRUS, COVID-19

An infectious disease caused by the most recently discovered coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019. COVID-19 is now a pandemic affecting many countries globally.

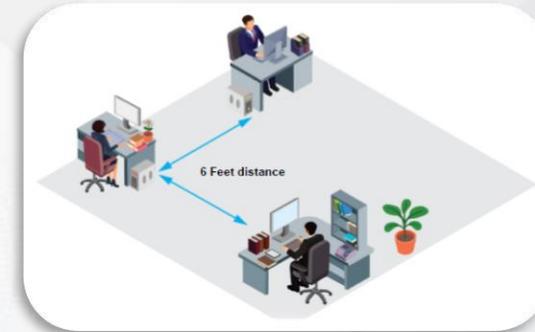
## Signs and Symptoms:

- Fever
- Cough
- Runny nose
- Sore throat
- Headache
- Shortness of Breath
- Chills
- Muscle Pain
- Loss of Taste/ Smell
- General Feeling of Being Unwell



# PHYSICAL / SOCIAL DISTANCING

- Minimum Distance: Persons are required to keep a minimum of 2m or 6ft away from each other
- Distancing Markers: Install proper social distancing markers on the floor, walkways and elevators.
- Walkways and Elevators: Limit capacity of elevators and implement a one-way aisle in places where there is heavy foot traffic
- Workstations: Rearrange workstations so that persons are maintaining the minimum 6ft distance from each other
- Staggering Hours: Stagger entry/exit times and lunch breaks
- Online Meetings: Have online meetings in place of in person meetings
- Employee Protection: Make provisions for employees who deal with customers directly by implementing sneeze barriers.



# SANITIZATION

- Cleaning Schedule: Establish a housekeeping schedule in which frequent routine cleaning is conducted.
- High Touch Surfaces: Ensure high touch surfaces (door knobs, elevator buttons, handles, rails, telephones, desks) and shared spaces (lunchrooms, washrooms, change rooms, locker rooms) are properly disinfected on a frequent basis throughout the day.
- Cleaning Supplies: Provide appropriate cleaning supplies for routine cleaning and disinfecting. Consider using a bleach solution - 5 tablespoons (1/3 Cup) per gallon of water or 4 tsp bleach per quart of water or 70% alcohol solutions or other EPA-approved disinfectants
- Shared Work Vehicles: Ensure the shared work vehicles are disinfected regularly
- Employee PPE: Persons who are cleaning must wear proper PPE (gloves, eye/face protection) when mixing, spraying, and wiping with liquid cleaning products such as diluted bleach.



# PERSONAL HYGIENE

- Hand Wash/ Sanitization Facilities: Provide adequate hand washing facilities for employees whereby they can wash their hands with soap and water. In the event these cannot be provided, ensure there is 60% alcohol based sanitizers for their hands.
- Hand Wash Supplies: Ensure an adequate supply of water, soap and disposable towels are maintained
- Policy and Signage: Establish policy which encourages hand sanitization prior to entering the premises. Post proper signage which promotes proper hand sanitization
- Sanitization Breaks: Encourage frequent hand sanitization breaks throughout the day.



**The Proper Way to Wash your Hands**

- 1 Wet your hands.**
- 2 Apply plenty of soap.**
- 3 Scrub your hands together vigorously for at least 20 seconds. Wash the front and back of your hands, and under the nails.**
- 4 Rinse your hands thoroughly.**
- 5 Dry your hands with a paper towel.**
- 6 Use a paper towel to turn off the water.**
- 7 Put used paper towels in trash.**

**When to wash your hands:**  
BEFORE, DURING and AFTER preparing food – especially raw meat, poultry, eggs and fresh produce.  
BEFORE and AFTER eating.  
BEFORE and AFTER changing a baby's diaper.  
AFTER handling money.  
AFTER using the bathroom.  
AFTER sneezing, coughing or using a handkerchief.  
AFTER touching any part of your body.  
AFTER handling garbage or trash.  
WHENEVER YOUR HANDS ARE DIRTY.

[www.health.gov.tt](http://www.health.gov.tt) | Ministry of Health-Trinidad and Tobago | TrinidadHealth | MoH, TT



# PERSONAL HYGIENE

- Proper Mask Etiquette: Ensure you sanitize your hands prior to putting on and removing the mask.
- Hand Sanitizer: Provide supplemental hand sanitizer (minimum content of 60% alcohol) stations.
- PPE: PPE must be provided but must also be washed regularly



## WEARING YOUR MASK

**DO** clean your hands & put on your facemask so it fully covers your nose & mouth.

**DO** clean your hands & put on your N95\*. Put the lower strap on first below your ears & the upper strap above your ears. Don't cross the straps.

## REMOVING AND STORING YOUR MASK

**DO** leave patient care area, then clean your hands with alcohol-based sanitizer or soap & water.

**DO** remove your facemask touching ONLY the straps.

**DO** remove your N95 touching ONLY the straps. Remove the bottom strap first, and then the top strap.

**DO** discard your mask & clean your hands. Or if you must store your mask, place it in a bag with your name on it.



# PROCEDURE FOR SICK PERSONS

- Stay at Home if You are Unwell: Employees are asked to remain at home and contact the Ministry of Health if they exhibit any of the symptoms related to Covid-19.
- Employee and Visitor Screening: All persons coming to work must be screened daily, prior to entry. Any employee who displays symptoms will be asked to return home and contact the Ministry of Health.
- Symptoms: The following symptoms will be flagged: Fever, Cough, Runny Nose, Sore Throat, Headache, Shortness of Breath, General Feeling of Being Unwell, Chills, Muscle Pain, Loss of taste/ Smell.
- Temperature Checks: Temperatures will be monitored via an IR Thermometer. Any employee displaying  $>38^{\circ}\text{C}$  temperature will not be allowed to enter.



**Feeling Sick?**

Stay home when you are sick!



# MASK PROTOCOL

- Entry: Anyone entering the compound must wear a mask
- Mask Type: Masks must be a multi-layered cloth based mask.
- Mask Hygiene: Ensure you sanitize your hands prior to putting on and removing the mask. Avoid touching the mask while using it.
- Replace Mask: Replace the mask with a new one as soon as it is damp and do not reuse single-use masks.

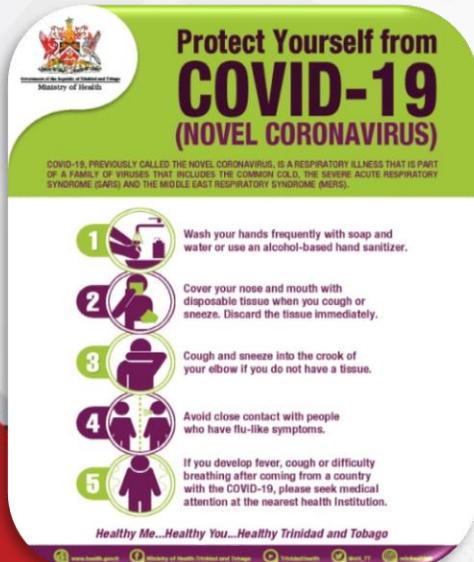


**Do's** →

- Wash your hands before touching the mask
- Inspect the mask for tears or holes
- Find the top side, where the metal piece or stiff edge is
- Ensure the colored-side faces outwards
- Place the metal piece or stiff edge over your nose
- Cover your mouth, nose, and chin
- Adjust the mask to your face without leaving gaps on the sides
- Avoid touching the mask
- Remove the mask from behind the ears or head
- Keep the mask away from you and surfaces while removing it
- Discard the mask immediately after use preferably into a closed bin
- Wash your hands after discarding the mask

# INFORMATION AND TRAINING

- Signage and Posters: Relevant posters and signage should be displayed around the workplace for employees to see. Signage surrounding: Social distancing, sneeze etiquette, mask protocols, sanitization of hands, stay at home if you are ill.
- Orientation: An orientation process should be rolled out to staff returning to work. Orientation should be made mandatory and will address all the procedures and policies in place.
- Information Distribution: Utilize company intranet to circulate information to staff and promote general hygiene.



# AUDITING

Company auditing should be conducted for all policies in place surrounding the guidelines listed.

The general audit should address:

- Are employees practicing social distancing?
- Are screening forms and checks being conducted?
- Are security and staff practicing good hygiene while interacting among each other? Are they wearing proper PPE?
- Are employees sanitizing after entering the compound?
- Are temperature checks being conducted upon entry?
- Are washing/ sanitizing stations present throughout the company?  
Are they sufficient?

