

Safety and Health at the Workplace in the context of COVID-19

Guidelines to the precautionary measures to be taken by small businesses in the retail sector

According to the Safety and Health at Work Legislation the following guidelines should be followed by the employers, the employees or other persons working in small businesses in the retail sector.



- 1** MANDATORY installation of alcohol-based solution (with alcohol content > 60%) at every entrance and exit of the premise, to be used by customers/visitors. If the entrance door is automatic then the solution can be placed at the inside of the entrance. If when entering the premise, it is required to open the door using a handle, then it is recommended to apply hand sanitiser before and after entering, by installing solution bottles at both sides (inside and outside) of the premise door.

- 2** Personnel should mandatorily wash their hands thoroughly with soap and water or, if the hands are not visibly soiled, use an antiseptic solution (alcohol content more than 60%) before entering and exiting the premises and during their shift or their presence in the work area. When possible, a touchless mechanism is recommended for performing hand hygiene.



- 3** The premises must be aired out systematically and efficiently. Avoid the use of air-conditioning systems and where necessary make sure to use air-conditioning systems that don't recycle air from indoors and that fresh air enters the work area.

- 4** The premises must be cleaned daily following the daily cleaning routines with emphasis to the following:

a. Daily and thorough cleaning and disinfection of high touch surfaces, such as door knobs, switches, desks, telephones, keyboards, and of all furniture, with a cleaning solution (either alcoholic solution or diluted chlorine solution).

b. Daily cleaning and disinfection of the restroom and of the surfaces therein with cleaning solutions (diluted chlorine solution). When using the toilet, it is recommended to close the lid before flushing. Cleaning hands **BEFORE AND AFTER** the use/cleaning of the toilet is also recommended. In big stores avoid overcrowding in the enclosed areas of the restroom.

c. Daily floor cleaning with cleaning solutions (preferably with a diluted chlorine solution).



8m²

- 5** In public serving areas, depending on the square metres and the number of employees, the rule of one customer per 8 m² of clear internal space must be kept.

6 In small premises, only one customer or visitor can enter at a time. It is recommended that a sign is posted at the entrance of the premise mentioning that only one customer or visitor is permitted to enter at a time and that they should apply hand hygiene when entering and exiting.



7 At the entrance of each store there should be a sign posted stating the maximum number of customers or visitors permitted at a time inside the store.

8 Where possible the distance of 2 metres should be kept between the employees and between the employees and the customers or visitors. If it is not possible to keep this distance then the use of face mask is mandatory.



9 Employees in customer serving areas should have a face mask correctly on, that should be changed in case of maceration or according to the mask usage instructions. The obligation to offer adequate number of masks and of any other consumables to the employee (sanitizers and disinfectants) and the surveillance of the measures' implementation, burden the employer.

10 If there are fitting rooms in the store, all measures of personal hygiene and avoidance of over-crowding must also be implemented. It is recommended to avoid trying on products and where this is not possible, customers must wash their hands with soap and water or, if their hands are not visibly soiled, use antiseptic solution (alcohol content more than 60%) before trying on clothes.



11 At the checkout, the use of credit cards is recommended instead of notes. However, all forms of payment are accepted. Cashiers should disinfect their hands systematically with antiseptic solution (alcohol content more than 60%).

12 Each customer or visitor before entering the premises must disinfect their hands with antiseptic solution (alcohol content more than 60%). Before exiting the premises each customer or visitor should again disinfect their hands with antiseptic solution (alcohol content more than 60%). This is mandatory for all customers or visitors before the next customer enters the premises and there should be strict implementation of these measures.



13 Further instructions and guidelines as to the preventive and protective measures are described in detail in the Health and Safety at Work during the coronavirus pandemic General Guidelines, published on the website of the Department of Labour Inspection.