

Precautionary measures against the spread of COVID-19 in Workplaces

1. MANDATORY installation of alcohol-based solution (with alcohol content > 60%) at every entrance of the workplace. If the entrance door is automatic then the solution can be placed at the inside of the entrance. If when entering the workplace, it is required to open the door using a handle, then it is recommended to apply hand sanitiser before and after entering the workplace, by installing solution bottles at both sides (inside and outside) of the workplace door.
2. All office areas must be systematically and adequately aired out and ventilated.
3. In public serving areas the rule of one customer per 8 m² must be kept. It is provided that in all work areas the distance of at least 2 metres between all persons must be kept.
4. Frequent washing of hands with soap and water. If hands are not visibly soiled, alternatively an antiseptic solution (alcohol content more than 60%) can be used.
5. Mandatory use of mask by the employees in customer service. The mask is to be placed when starting to work and after thorough washing of hands. The mask is to be discarded before exiting the workplace in a closed bin that should be available at the exit of each workplace. After removing the mask, apply hand hygiene with the use of an antiseptic solution (alcohol content more than 60%).
6. Daily and thorough cleaning and disinfection of high touch surfaces, such as door knobs, all office furniture, staircase guards or railings, water faucets etc., with a cleaning solution (either alcoholic solution or diluted chlorine solution 1/99). Ensure strict control of cleaning practices based on the above.
7. Daily cleaning and disinfection of the restroom and of the surfaces therein with cleaning solutions (diluted chlorine solution 1/99).
8. 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.
9. Employees should not overcrowd in the hallways or in the restrooms.
10. Provisions should be made so that at the workplace there is supply and direct access to sufficient materials and consumables for the prevention of infections such as, thermometers, simple surgical masks, single use gloves, garbage bags, surface cleaning products and antiseptics. In case a suspected case of COVID-19 is found at the workplace, the staff must remain calm and immediately contact the Ambulance Service call centre at 1420 (24h service) and provide the following information:
 - Name and surname of the employee
 - Country of origin
 - Symptoms developed by the employee
 - Address of workplace

During the presence of the patient at the workplace and until his/her transfer to a Medical Centre, the following should be applied:

- i. The suspected case should be isolated from the other members of the staff.
- ii. If he/she presents symptoms of a respiratory infection (fever and cough or shortness of breath) a simple surgical mask and tissues should be provided immediately.

- iii. If a colleague wishes to stay close to attend to him/her, he/she should also be given a simple surgical mask and be advised to wash his/her hands every time he/she comes in contact with the employee's secretions (e.g. saliva) and definitely before touching his/her face or before consuming food or drink.
- iv. Instruct the remaining staff to avoid entering the office/workplace of the suspected case.
- v. The protective equipment (simple surgical mask, gloves) used by the suspected case must be discarded in a waste bin and should not be reused.
- vi. After the disposal of the protective gear, hands must be thoroughly washed with soap and water. It is pointed out that the use of gloves does not substitute hand washing which is a very important precautionary measure.
- vii. All actions must be carried out in a calm and sensible way and with respect towards the personal data of the suspected case. When the employee is transferred, his/her office/work area must be cleaned and disinfected in the way described in the information document for environmental cleaning (disinfection) of non-health premises exposed to coronavirus.

Compliance with other preventive measures:

1. Avoid touching your eyes, nose and mouth with hands to minimize the risk of infection.
2. Cover your nose and mouth with a tissue or use the inside of your elbow when you coughing or sneezing. Throw the used tissue in the trash bin and immediately wash your hands thoroughly.
3. Avoid close contact (distance of 1-2 metres) with persons presenting symptoms of respiratory infection.
4. Regular and thorough washing of the hands with soap and water, for at least 20'', before eating and after using the toilet. Careful drying of hands with single use paper towels, which then should be disposed in the disposal bins.
5. Avoid over-crowding over lunch breaks in areas such as canteens.