

Getting **your workplace** ready for **COVID-19**

Restrictions designed to limit the spread of COVID-19 in Thailand have been eased and many employees are returning to their workplaces after many weeks of working from home.

To prevent a resurgence in infections and a return to tougher restrictions it is essential that all workplaces are COVID-19 ready.



Simple ways to prevent the spread of COVID-19 in your workplace

- **Make sure your workplaces are clean and hygienic**
 - Surfaces and objects should be wiped with disinfectant regularly.
 - Promote regular and thorough hand-washing by employees, contractors, and customers.
 - Put sanitizing hand rub dispensers in prominent places around the workplace.
- **Promote good respiratory hygiene in the workplace**
 - Ensure that face masks or paper tissues are available at your workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienic disposal.
- **Advise employees and contractors to consult national travel advice before going on business trips**
 - Keep promoting the message that people need to stay at home even if they have only mild symptoms of COVID-19.



How to manage COVID-19 risk when organizing meetings and events

BEFORE the meeting or event

- Check the advice from the authorities in the community where you plan to hold the meeting or event. Follow their advice.
- Develop and agree a preparedness plan to prevent infection at your meeting or event.
- Develop and agree a response plan in case someone at the meeting becomes ill with symptoms of COVID-19
- Provide information on COVID-19 and the measures that organizers are taking to make this event safe for participants.
- Arrange seats so that participants are at least 1 metre apart.
- Open windows and doors whenever possible to make sure the venue is well ventilated.

AFTER the meeting

- Retain the names and contact details of all participants for at least one month to help public health authorities trace people if necessary.
- If someone at the meeting or event was isolated as a suspected COVID-19 case, the organizer should inform participants.



3 things to consider when you and your employees travel

Before traveling

- Based on the latest information about COVID-19, your organization should assess the benefits and risks related to upcoming travel plans.
- Avoid sending employees who may be at higher risk of serious illness (e.g. older employees and those with medical conditions such as diabetes, heart and lung disease) to areas where COVID-19 is spreading.

While traveling

- Encourage employees to wash their hands regularly and stay at least 1 metre away from people who are coughing or sneezing.
- Ensure employees know what to do and whom to contact if they feel ill while traveling.
- Ensure that your employees comply with instructions from local authorities and any local restrictions on travel, movement, or large gatherings where they are travelling.

When you or your employees return from traveling

- Employees who have returned from an area where COVID-19 is spreading should monitor themselves for symptoms for 14 days and take their temperature twice a day.



Getting your workplace ready in case COVID-19 arrives in your community

- Develop a plan for what to do if someone becomes ill with suspected COVID-19 at one of your workplaces
- Promote regular teleworking across your organization.
- Develop a contingency and business continuity plan for an outbreak in the communities where your business operates

REMEMBER

Now is the time to prepare for COVID-19. Simple precautions and planning can make a big difference. Action now will help protect your employees and your business.

To read the full document visit:

<https://www.who.int/docs/default-source/coronaviruse/advice-for-workplace-clean-19-03-2020.pdf>



Designed by Macrovector/Freepik