

### Recommendations for employers and workers to help prevent the exposure and the spread of coronavirus at the workplace

#### 1. Training and Information



Discourage handshaking, hugging, kissing, and sharing personal items with co-workers

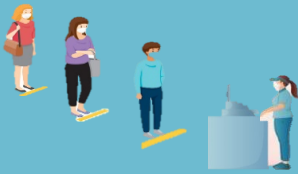


Remind employees to avoid close contact with sick people and inform sick employees or employees to stay home



Train employees on best hygiene practices including washing hands, coughing and sneezing etiquette

#### 2. Social Distancing



Ensure a social distancing of 2 meters for non-family and make clear that family members can participate in activities together



Limit the number of customers as necessary to meet social distancing of 2 meters outdoor and indoor



Increase physical space between employees at the worksite and between employees and customers



Consider staggering employee shifts

#### 3. Delivery



Consider using delivery services



Discourage delivering goods to cars

### 4. Cleaning, Sanitization and Hygiene



Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 70% alcohol if soap and water are not available



Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow



Throw used tissues in the trash and immediately wash your hands or use hand sanitizer



Surfaces should be cleaned using soap and water prior to disinfection



Increase the frequency of cleaning and disinfecting restrooms, tables, payment devices, workstations, keyboards, telephones, handrails, doorknobs, and other surfaces



Avoid touching your eyes, nose, and mouth with unwashed hands even when wearing gloves

### 5. Requirements



Provide soap and water in the workplace; if not feasible, provide alcohol-based hand sanitizer with at least 70% alcohol



Provide tissues and no-touch trash cans



Place awareness posters on entrance doors and areas where they are likely to be seen