



ARAP

Accountability, Rule of law and
Anti-Corruption Programme

ARAP COVID 19 CAMPAIGN: OCCUPATIONAL SAFETY AND HEALTH

International best practices and safety at work in times of
pandemic

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MESSAGES:

1. Before going to work:

- 1.1 If you have any symptoms (cough, fever, difficulty breathing, etc.) that may be associated with COVID-19 do not go to work and contact the COVID-19 hotline immediately (Emergency Number 112 and +233 55 843 9868 /+233 50 949 7700). You should not go to work until you are confirmed that there is no risk for you or for others.
- 1.2 If you have been in close contact (cohabitants, family and people who have been in the same place as a case while the case presented symptoms from a shorter distance of 2 meters for at least 15 minutes) or have shared space without keeping social distancing with a person affected by COVID-19, you should also not go to your workplace, even in the absence of symptoms, for a for at least 14 days. During that period, you must check for signs of the disease.
- 1.3 If you are vulnerable because of your age (70 or above), you are pregnant or you suffer from previous medical conditions (such as high blood pressure, cardiovascular disease, diabetes, chronic lung disease, cancer or immunodepression) you shouldn't go to the workplace. In case you can't perform your tasks remotely, you should contact a doctor to certify, where appropriate, that you are indeed remain in a situation of social isolation.

2. Commuting to work

- 2.1 Whenever possible, prioritize mobility options that better ensure social distancing of approximately 2 meters. For this reason, individual transport is preferable in this situation to.
- 2.2 If you go to work on foot, bicycle or motorbike, it is not necessary that you wear a mask. Keep social distancing when you're walking down the street.
- 2.3 If you have to move around in a car, take extreme care in cleaning the vehicle and avoid more than one person from travelling for each row of seats while maintaining as much distance as possible among the occupants.
- 2.4 If you take a taxi or Uber, only one person should travel per each row of seats maintaining as much distance as possible among the occupants.
- 2.5 On trips by trotro, the driver should ensure that social distancing is respected. It is advisable to use a hygienic mask, not a medical one, if you go in public transportation.

3. At the workplace

- 3.1 Work tasks and processes must be planned so that workers can maintain social distancing of approximately 1 metre, both when entering and leaving the work centre and during their stay there.
- 3.2 It must be ensured that social distancing is guaranteed in the common areas and, in any case, crowding of personnel at these points must be avoided.
- 3.3 The resumption of activity must be guided by the principle of risk minimisation. Therefore, the return to normality of those activities that carry a risk of

agglomeration must be the last resort. In any case, activities involving crowding should be avoided.

- 3.4 Entrance to work should be organised on a staggered basis to avoid congestion on public transport and in the vicinity of workplaces.
- 3.5 In those companies, measures should be implemented to minimize contact between workers and customers or the public.
- 3.6 The company should stagger schedules as much as possible if the work space does not allow social distancing to be maintained during regular shifts, considering possibilities for redistribution of tasks and/or teleworking.
- 3.7 It is recommended to facilitate teleworking and telephone meetings or videoconference, especially if the workplace does not with spaces where workers can respect social distancing.
- 3.8 It is recommended to avoid work trips that do not are essential and can be solved by call or videoconference.
- 3.9 It is not essential to wear a mask during your workday if the type of work does not require it and if you keep your social distancing.

4. Organizational measures

- 4.1 Staff must be informed in a reliable, up-to-date and regular manner of the health recommendations to be followed individually.
- 4.2 The staff must be provided with the necessary hygiene products to be able to follow the individual recommendations, adapted to each specific activity. In general, it is necessary to maintain an adequate supply of soap, hydroalcoholic solution and tissues.
- 4.3 A sufficient supply of cleaning material must be maintained to enable the reinforced sanitation tasks to be carried out on a daily basis. These include bleach and products authorised by the Ministry of Health for disinfection.
- 4.4 It is necessary to have a sufficient supply of protective material, especially gloves and masks.
- 4.5 Specific measures must be taken to minimise the risk of transmission to particularly sensitive workers when they come to the workplace.
- 4.6 It is advisable to carry out a contingency plan, identifying the risk of exposure to the virus from the different activities carried out in the work centre.
- 4.7 Protocols must be established in the event that a worker manifests symptoms in his/her workplace, to protect him/her and the rest of the staff.

5. Recommendations for workers

- 5.1 Comply with all the prevention measures indicated by your employer.
- 5.2 Maintain personal distance (approximately 1 meter).
- 5.3 Avoid greeting with physical contact, including shaking hands.
- 5.4 Avoid, as much as possible, using other workers' equipment and devices. If necessary, increase precautions and, if you can, disinfect them before use. If this is not possible, wash your hands immediately after use.
- 5.5 Wash your hands frequently with soap and water or a hydroalcoholic solution. It is especially important to wash after coughing or sneezing or after touching potentially contaminated surfaces. Try to make each wash last at least 40 seconds.
- 5.6 Cover your nose and mouth with a tissue when you cough and sneeze, and then throw it in a trash can that has closure. If you do not have tissues, use the inside of the elbow so as not to contaminate the hands.

- 5.7 Avoid touching your eyes, nose or mouth.
- 5.8 Make it easier for the cleaning staff to work when you leave your post, by clearing as much as possible.
- 5.9 Throw away any personal hygiene waste - especially tissues - immediately into the designated waste bins or containers.
- 5.10. If you begin to notice symptoms, inform your colleagues and superiors, take extreme precautions in terms of social distancing and hygiene while you are at work and contact your primary care physician or the COVID-19 hotline immediately (Emergency Number 112 and +233 55 843 9868 /+233 50 949 7700).

6. Hygiene measures in the workplace

- 6.1 Ventilation must be carried out regularly in the facilities and at least daily and for a period of five minutes.
- 6.2 It is advisable to reinforce the cleaning of the air conditioning systems to renew the air more regularly and increase the level of air ventilation.
- 6.3 It is advisable to reinforce cleaning tasks in all rooms, with special emphasis on surfaces, especially those that are most frequently touched such as windows or door handles, as well as all the appliances that are commonly used by employees, from machine controls to tables and computers.
- 6.4 It is necessary to clean the work area used by an employee at every shift change.
- 6.5 The usual detergents are sufficient, although the addition of bleach or other disinfectants to cleaning routines can also be considered, always under safe conditions.
- 6.6 In any case, the correct protection of the cleaning personnel must be ensured. All tasks must be carried out with a mask and single-use gloves.
- 6.7 Once the cleaning has been completed, and after removing gloves and mask, it is necessary that the staff complete hand hygiene with soap and water for at least 40-60 seconds.

7. Waste management in the workplace

- 7.1 The management of ordinary waste shall continue in the normal way, respecting the protocols for waste separation.
- 7.2 It is recommended that tissues and personal hygiene equipment (masks, latex gloves, etc.) used by staff for drying hands are disposed of in bins or containers protected by a lid and, if possible, pedal operated.
- 7.3 If a worker shows symptoms while at work, the container in which he has placed tissues or other products should be isolated used. That trash bag should be removed and placed in a second, zippered garbage bag for deposit in the remaining fraction.

8. After going to work

- 8.1 Workers must take care of social distancing and measures to prevent contagion and hygiene in the home, especially if they live with people from risk groups.

9. #StayHome

- 9.1 If you are in one of the locations affected by lockdown measures #stayhome
- 9.2 Follow good hygiene and wash your hands frequently and under running water
- 9.3 If you don't have access to running water use an alcohol based hand sanitiser

10. Other messages:

- Stay at least 1 meter from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings
- Use and refer to official data <https://ghanahealthservice.org/covid19/>
- Challenge stigma: it is critical that anybody experiencing symptoms of Covid-19 should contact the Ghana National Health Service.
- #StayHome and #FightTheVirus. We are #UnitedAgainstCOVID19

10.1 Work practice tools:

- Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, hand sanitizer, disinfectants and disposable towels for employees to clean their work surfaces.
- Providing employees with up-to-date education and training on COVID 19 risk factors, protective behaviours, and instruction on proper behaviours (for example, cough etiquette and care of personal protective equipment).
- Developing policies to minimize contacts between employees and between employees and stakeholders

10.2 Administrative Controls

- Developing policies that encourage ill employees to stay at home without fear of any reprisals.
- The discontinuation of unessential travel to locations with high illness transmission rates.
- Consider practices to minimize face-to-face contact between employees such as e-mail, websites and teleconferences. Where possible, encourage flexible work arrangements such as telecommuting or flexible work hours to reduce the number of your employees who must be at work at one time or in one specific location.
- Consider home delivery of goods and services to reduce the number of clients or customers who must visit your workplace.
- Maintain a forum for answering employees' concerns. Develop internet-based communications if feasible.
- Be aware of and review federal, state and local health department pandemic COVID 19 plans. Incorporate appropriate actions from these plans into workplace disaster plans.
- Prepare and plan for operations with a reduced workforce.
- Work with your suppliers to ensure that you can continue to operate and provide services.
- Develop a sick leave policy that does not penalize sick employees, thereby encouraging employees who have COVID 19-related symptoms (e.g., fever, headache, cough, sore throat, runny or stuffy nose, muscle aches, or upset stomach) to stay home so that they do not infect other employees. Recognize that employees with ill family members may need to stay home to care for them.
- Identify possible exposure and health risks to your employees. Are employees potentially in contact with people with COVID 19 such as in a hospital or clinic? Are your employees expected to have a lot of contact with the general public?

- Minimize exposure to fellow employees or the public. For example, will more of your employees work from home? This may require enhancement of technology and communications equipment.
- Identify business-essential positions and people required to sustain business-necessary functions and operations. Prepare to cross-train or develop ways to function in the absence of these positions. It is recommended that employers train three or more employees to be able to sustain business-necessary functions and operations, and communicate the expectation for available employees to perform these functions if needed during a pandemic.
- Plan for downsizing services but also anticipate any scenario which may require a surge in your services.

Recognize that, in the course of normal daily life, all employees will have non-occupational risk factors at home and in community settings that should be reduced to the extent possible. Some employees will also have individual risk factors that should be considered by employers as they plan how the organization will respond to a potential pandemic (e.g., immuno-compromised individuals and pregnant women).

- Stockpile items such as soap, tissue, hand sanitizer, cleaning supplies and recommended personal protective equipment. When stockpiling items, be aware of each product's shelf life and storage conditions (e.g., avoid areas that are damp or have temperature extremes) and incorporate product rotation (e.g., consume oldest supplies first) into your stockpile management program.
- Develop policies and practices that distance employees from each other, customers and the general public. Consider practices to minimize face-to-face contact between employees such as e-mail, websites and teleconferences. Policies and practices that allow employees to work from home or to stagger their work shifts may be important as absenteeism rises.
- Organize and identify a central team of people or focal point to serve as a communication source so that your employees and customers can have accurate information during the crisis.
- Work with your employees and their union(s) to address leave, pay, transportation, travel, childcare, absence and other human resource issues.
- Provide your employees and customers in your workplace with easy access to infection control supplies, such as soap, hand sanitizers, personal protective equipment (such as gloves or surgical masks), tissues, and office cleaning supplies.
- Provide training, education and informational material about business-essential job functions and employee health and safety, including proper hygiene practices and the use of any personal protective equipment to be used in the workplace. Be sure that informational material is available in a usable format for individuals with sensory disabilities and/or limited English proficiency. Encourage employees to take care of their health by eating right, getting plenty of rest and getting a seasonal flu vaccination.
- Assist employees in managing additional stressors related to the pandemic. These are likely to include distress related to personal or family illness, life disruption, grief related to loss of family, friends or co-workers, loss of routine support systems, and similar challenges. Assuring timely and accurate communication will also be important throughout the duration of the pandemic in decreasing fear or worry. Employers should provide opportunities for

support, counselling, and mental health assessment and referral should these be necessary. If present, Employee Assistance Programs can offer training and provide resources and other guidance on mental health and resiliency before and during a pandemic.