



## PROVIDE SIGNS, AUDIO MESSAGES, POSTERS TO BUILD EMPLOYEES' AWARENESS OF



Good handwashing technique i.e., wash hands with soap and water for **20 seconds**



**Critical times to wash hands include:**

- after you cough or sneeze
- before and after eating
- after using the toilet



Not touching eyes, nose, or mouth with unwashed hands



Cough and sneeze into a tissue or flexed elbow. Throw the tissue into a waste bin

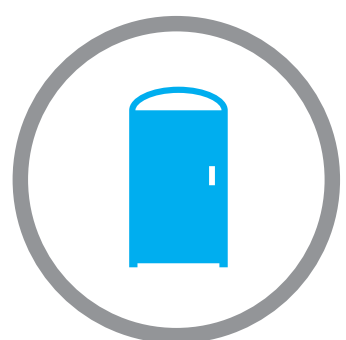
## CLEAN AND FUNCTIONAL TOILETS



Provide a sufficient number of functional and gender separated toilet facilities



Ensure a continuous supply of anal cleansing materials i.e., toilet paper or water



Clean and disinfect toilet facilities, at least daily or more regularly if heavily used



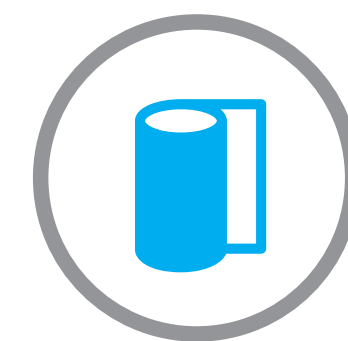
Provide a discrete disposal mechanism for menstrual waste as well as soap and water for washing



## FUNCTIONAL HANDWASHING FACILITIES WITH SOAP AND SAFE WATER



Provide handwashing facilities at all toilets and eating/food preparation areas

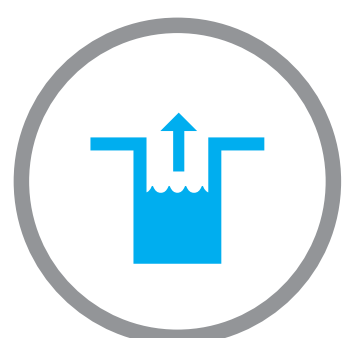


Provide **single-use paper towels** or air driers for drying hands



If water and soap are not available, provide alcohol based hand sanitiser with at least 60% alcohol

## WATER SAFETY



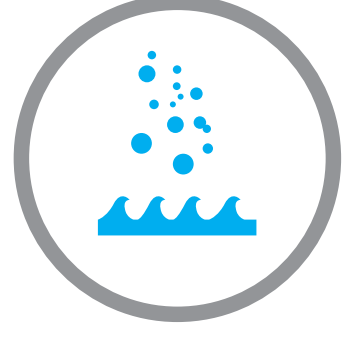
Make adequate quantities of water available for hand washing, drinking and cleaning



Treat drinking water if it is not safe to drink



Ensure that treated water is safely stored in clean and covered containers

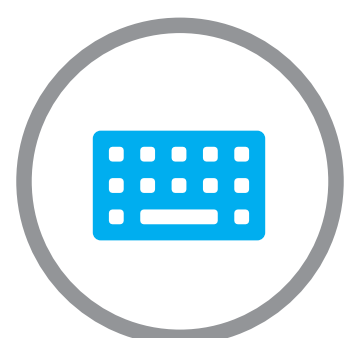


Routine cleaning procedures are followed for water containers and tanks



Provide enough drinking cups so that workers do not need to share

## CLEANING & DISINFECTION



Clean and disinfect surfaces and objects daily e.g. handles, desks, tables, tools, keyboards, sewing machines, sprayers, cutting shears, trimmers, etc



Increase the frequency of cleaning common areas, e.g., canteens/dinning rooms, meeting rooms



Ensure cleaners have **Personal Protective Equipment (PPE)**, disposal method for PPE and cleaning agents effective at killing the COVID-19 virus

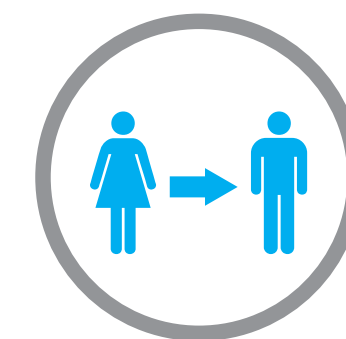


Ensure there is a sufficient number of trained workers to clean and disinfect facilities



Provide additional waste bins with more frequent rubbish collection

## SOCIAL DISTANCING



Use social distancing floor markers to ensure workers **queue 2 metres** apart from each other while waiting for:

- toilets
- drinking water
- handwashing



# WORKPLACE SAFETY FOR COVID-19