



COVID-19 RECOMMENDATIONS FOR INFECTION, PREVENTION AND CONTROL FOR EMPLOYERS

BASIC COVID-19 INFECTION PREVENTION AND CONTROL MEASURES FOR EMPLOYERS



- Frequent and thorough hand washing and sanitizing (sanitizers with at least 62% alcohol) upon entering the facility and while in the facility.
- Temperature screening upon entry; touch-free thermometer is encouraged. Persons with elevated temperature (above 37.5°C), should be denied entry to the facility.
- Face masks mandatory to enter and while in the facility.
- Encourage workers to stay home if they are sick (establish related workplace policy).

- Encourage respiratory etiquette, including covering coughs and sneezes with arm/tissue.
- Provide customers and the public with tissues and trash receptacles.
- Establish policies and practices where possible, such as work from home or staggered shifts.
- Discourage workers from sharing workspaces and office supplies.
- Ensure physical distancing of 1 – 2 meters (3 – 6 feet) is maintained.

ENVIRONMENTAL HEALTH CONSIDERATIONS FOR CLEANING, DISINFECTION AND COVID-19 INFECTION PREVENTION AND CONTROL IN THE WORKPLACE

1. ROUTINE CLEANING

- Workspaces including surfaces should be cleaned at least once daily with soap & water.

2. PERIODIC CLEANING

- Cleaning items immediately after use as well as cleaning surfaces on a regular basis throughout a single day.

3. DEEP CLEANING

- Thorough cleaning and disinfection of the entire facility or a section is done on all surfaces and equipment, using a disinfectant solution that is 'stronger' than that used routinely. Generally done after prolonged closure of a building and/or after there is suspected or actual contamination of the environment with an infectious organism.

"HIGH-TOUCH" SURFACE SAFETY CLEAN & DISINFECT THOROUGHLY & FREQUENTLY

 DOORKNOBS	 PHONES	 FAUCETS & BATHROOM FIXTURES	 COUNTERTOPS & TABLETOPS
 SHOPPING CART HANDLES	 CAR DOOR HANDLES	 TRASH CANS	 CREDIT CARD TERMINALS

IF POSITIVE COVID-19 CASE IS FOUND ON PREMISES

1. Clean and disinfect all areas (for example, offices, bathrooms, and common areas) that were used. Open outside doors and windows if possible, to increase air circulation and then commence cleaning and disinfection.
2. Facility closure is not required for cleaning and disinfection to be undertaken. However, the cleaning and disinfection must occur before any workers return to affected areas.

See complete MoHW Interim Guidance for Employers here:

https://www.moh.gov.jm/wp-content/uploads/2020/10/MOH_CORONAVIRUS_2020_b.pdf

Situational Procedures - What to do if...

Scenario 1: Employee with symptoms for COVID-19 in the workplace



1.) **Isolate** the employee from other staff or customers.



2.) **Seek advice** if unclear of the approach to be taken or additional information is required, call the Local Health Department or the MoHW toll free line (888 - ONE - LOVE).



3.) **Transport** employee to his/her home or the nearest health facility, ideally in a private vehicle with windows down.



4.) **Clean & Disinfect** the areas where the person has been immediately and close that area until cleaning and disinfection is complete. Use appropriate PPE when cleaning, natural ventilation and turn off air conditioning, as applicable.

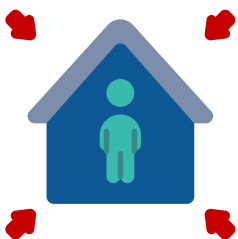


5.) **Identify & Inform** the local health department of the situation and identify the possible close contacts. Follow the advice and instructions provided by the public health officials.



6.) **Review the establishment's risk management control procedures** relating to COVID-19 and review whether these procedures or working arrangements may need to change using the COVID-19 Risk Assessment Tool for Employees (see link below). Consult with workers on Worker Health and Safety issues.

Scenario 2: Employee is a household contact of a confirmed case of COVID-19



If Asymptomatic:

The employee should self-quarantine at home for a period of 14 days.

If Symptomatic:

The employee should isolate at home until recovered. If the person was at work with symptoms, then Scenario 1, Part 5 applies.

Scenario 3: Employee is from a quarantined community



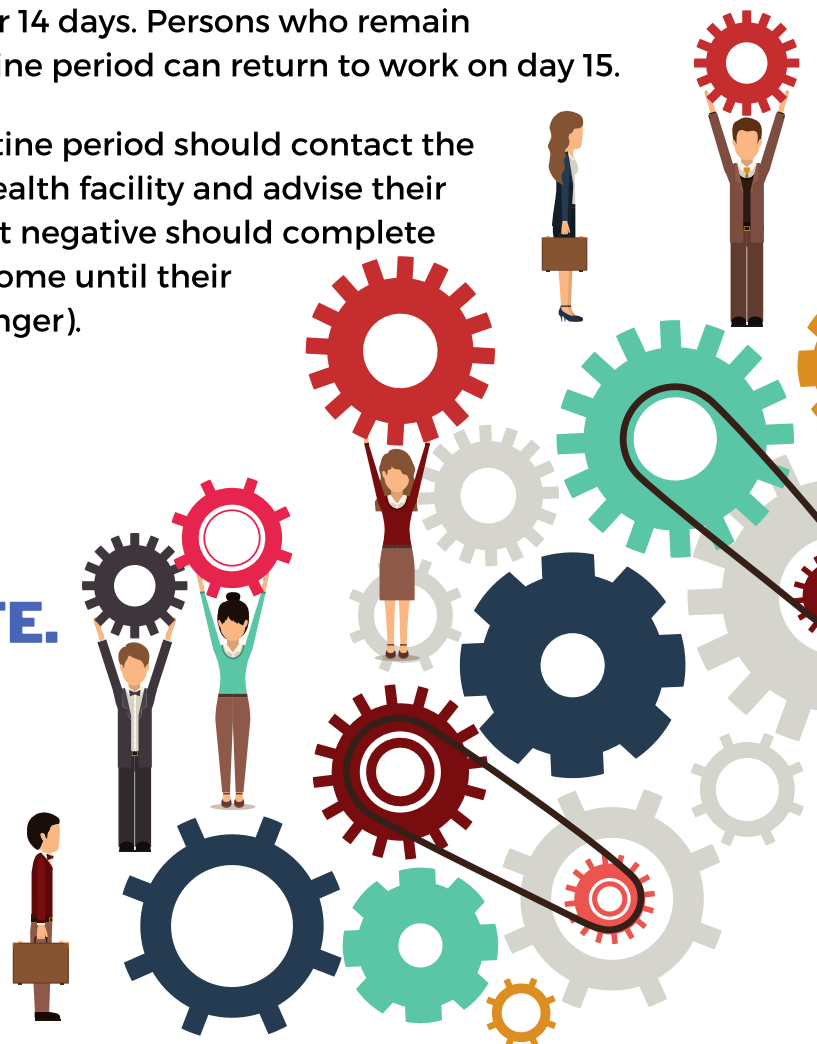
Persons living in these communities are required to remain at home and are not permitted to leave the community for the period of 14 days.

Implement work-from-home policies if possible.

Employer & Employee Responsibilities

- Employers should conduct a risk assessment for employees who have had contact with a confirmed case of COVID-19 using the COVID-19 Risk Assessment Tool for Employees (see link below).
- Employers should identify a temporary isolation room or an appropriate designated space (ideally, the room should contain easily cleanable furnishing, hand hygiene facility and sanitary facilities). The room/space should be thoroughly cleaned and disinfected after every use.
- Employees with respiratory symptoms should advise their supervisors and stay home until their symptoms have resolved.
- Confirmed cases and symptomatic contacts of confirmed cases in the workplace should be immediately isolated.
- Employees must advise supervisors of any contact with confirmed cases of COVID-19.
- Close contacts may require quarantine for 14 days. Persons who remain asymptomatic during the 14-day quarantine period can return to work on day 15.
- If symptomatic during the 14-day quarantine period should contact the local health department or the nearest health facility and advise their supervisor; symptomatic persons who test negative should complete the 14-day quarantine period or remain home until their symptoms have resolved (whichever is longer).

ASSESS.
IDENTIFY. ISOLATE.
STAY HOME. ADVISE.
REPORT.
QUARANTINE.





COVID-19 RECOMMENDATIONS FOR INFECTION, PREVENTION AND CONTROL FOR EMPLOYERS

According to Section 8 of the OHS Act No. 85 of 1993, an employer must ensure that every workplace under his or her control is safe & without risk.

Include minimum precautionary measures for COVID-19:

1.) Conduct a Health Risk Assessment - Determine the risk of exposure to COVID-19 for each work area or work task and identify suitable control measures according to the risk rating. (See Appendix 1 of the full MoHW Interim Guidance Document for Risk Assessment Tool - Link Below).

2.) Implement Suitable Control Measures, for example:

- Install clear plastic or glass barrier between public and staff;
- Install a ventilation system with increased ventilation rates and high efficiency filters, eg. MERV-13 A/C Filters;
- Provide staff with appropriate PPE if required, eg. masks, face shields, gloves, etc.

3.) Education and Training for Employees - conducting the health risk assessment, discussing and enforcing implemented control measures and general protocols and practices and providing updates on COVID-19.

4.) Practice Social Distancing by making provisions and prompting employees to maintain a 1.5 to 2 metres distance from colleagues and/or customers and use virtual communication such as video-conferencing for meetings where possible.

5.) Encourage Hand Hygiene by providing soaps for frequent handwashing and/or alcohol-based sanitizers. Frequently remind employees to practice hand hygiene, supported by signs across workplace.

6.) Promote Respiratory Hygiene by informing and reminding staff to cough/sneeze into a flexed elbow, or use a tissue and dispose of it in a closed bin.



See complete MoHW Interim Guidance for Employers here:

https://www.moh.gov.jm/wp-content/uploads/2020/10/MOH_CORONAVIRUS_2020_b.pdf