



OCCUPATIONAL SAFETY IN TIMES OF **COVID-19**

Making our workplaces
Safe for everyone



Adhering to safety standards and preventing the spread of infection will be paramount, when our workplaces open up once again for business.

Therefore Design has put together a few Good Practices, for every workplace to implement, so that employees feel safe and secure while at work.





WHAT IS A WORKPLACE?

Every small, medium or large-scale business that involves:

An office set up with workstations, cafeteria, washrooms, meeting rooms, common areas, recreation facilities, reception area, etc.

Factories, workshops, small-scale industrial setups and back offices.

Construction sites including site offices and other project sites.



PROTECTING YOUR PEOPLE

From the minute your employees enter until they leave the premises, always ensure the following



1

Thermal Scanners for Temperature Checks-

Prohibit entry to employees who have fever, even if it is a low-grade fever



2 Personal Protective Equipment-



Disposable gloves and masks for all employees, to be used only at the workplace



3

Hygiene Standards-

Promote frequent hand-washing with soap and water



4

Hand Sanitizers-

Provide hand sanitizers at the entrance as well as within the workplace

5

Outsiders' Entry-

Restrict/ Discourage entry of non-employees (contractors/ vendors, etc.)



6

Workplace Footwear-

Promote the use of clean footwear, to be used only within the workplace. Provide storage space for footwear to be used outside the workplace

7

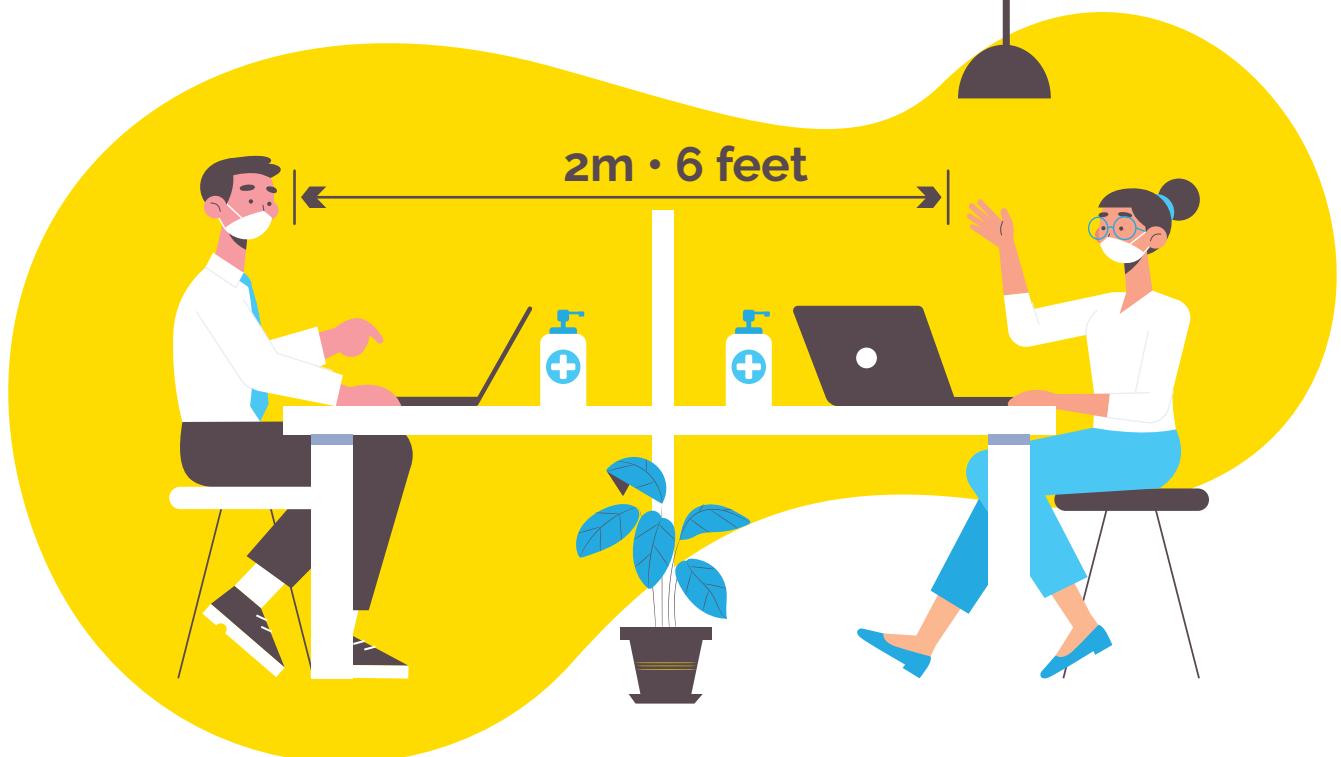
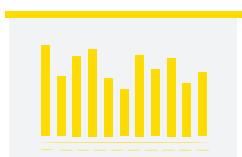
Outside Food -

Discourage employees from ordering food from outside



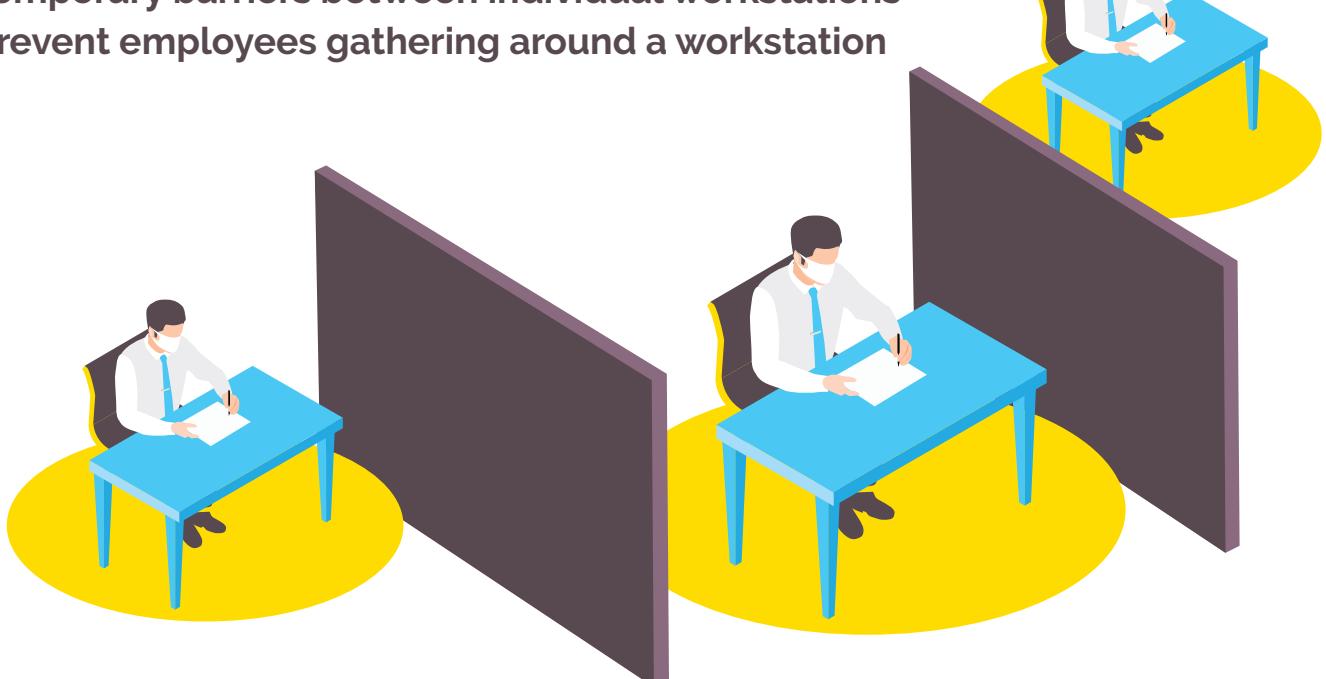
SOCIAL DISTANCING MEASURES

Promote social distancing between employees at all times



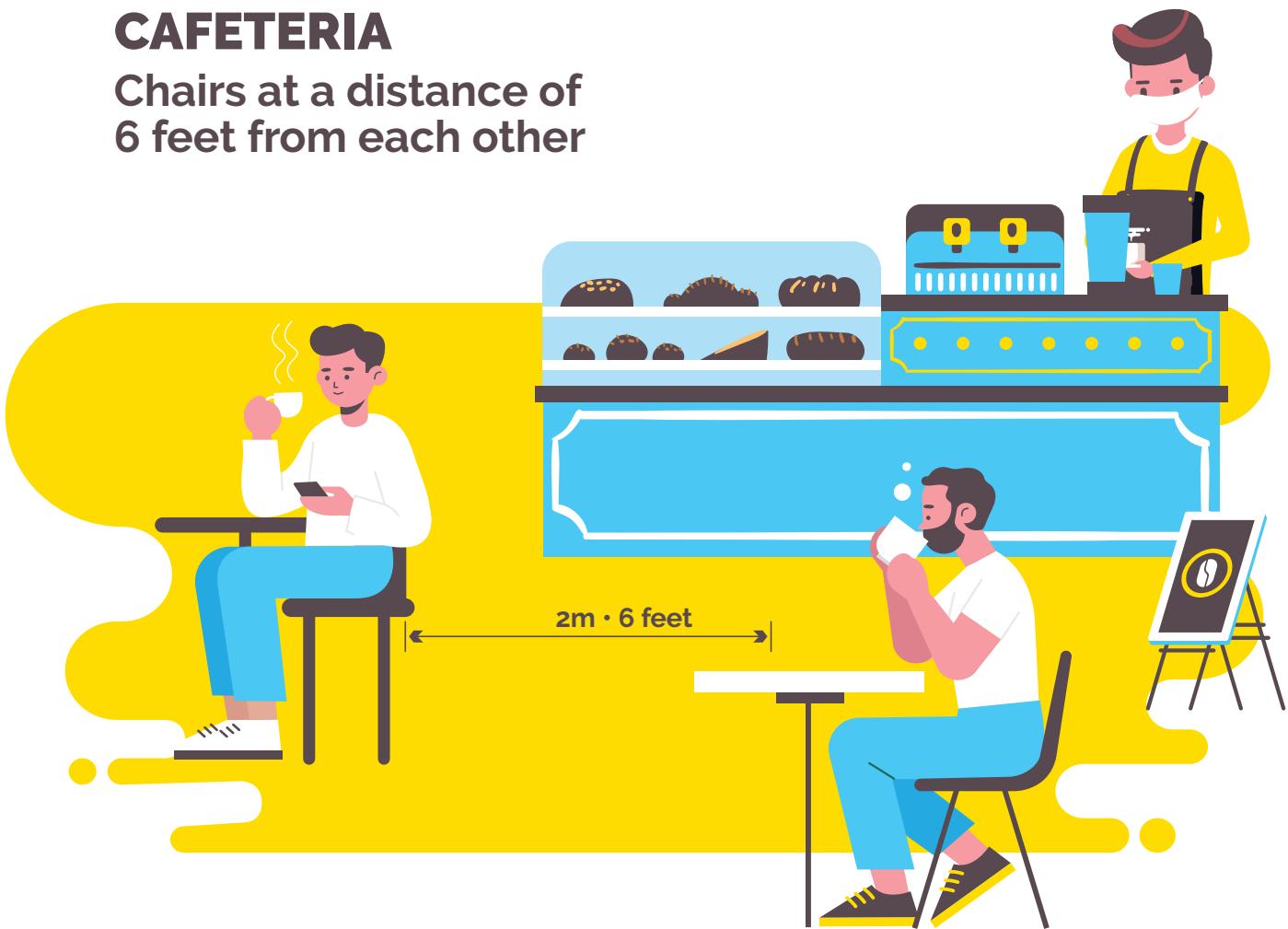
WORKSTATIONS

- Chairs at a distance of 6 feet from each other
- Temporary barriers between individual workstations
- Prevent employees gathering around a workstation



CAFETERIA

Chairs at a distance of 6 feet from each other



Disallow food
and water sharing
at all times



DON'T
SHARE
FOOD

Stagger lunch
and coffee breaks
to accommodate
fewer people



REDUCE
YOUR RISK
OF INFECTION

EMPLOYEE GATHERINGS/ ASSEMBLIES

Prevent recreation
gatherings



Only 2-3 people at a given time to be present in smoking areas



Reception, Common Areas and Elevators

Prevent employee gatherings of any kind in common areas



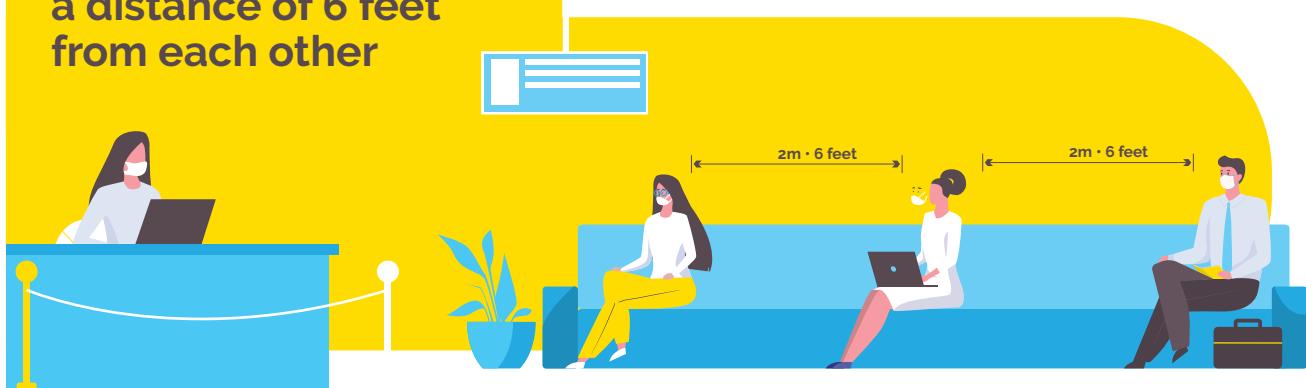
Create social distancing markers outside elevators



Create social distancing markers at reception area

Install temporary barriers between receptionist and guests

Reception seating at a distance of 6 feet from each other



EQUIPMENT AND COMMON MATERIALS HANDLING

Ensure precautionary handling at all times

Printers and Scanners-
Discourage multiple user access



Computers-
Prevent multiple users for desktops and laptops



Communications-
Restrict circulations of printouts and hardcopies.
Encourage digital/ electronic forms of communication



PROTECTING YOUR PREMISES

Keeping your premises infection-free at all times is very important

Round-the-clock Sanitisation-

Frequently wipe desks, surfaces and floors with disinfectant



Spray disinfectants in all common access spaces



Trash Disposal-
Use separate trash bins for disposables



COMMUNICATE

Stay in touch and stay relevant always, because everyone's going through turbulent times

Talk to Your Employees

Be a friend to your employees, an emotional anchor they can bank upon



Communication Media

Display posters to build awareness about the need to protect oneself and one's workspace and the actions to take



**Staying safe and
Helping others
Stay safe is important!**



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