

HOW TO HANDLE WORKERS WITH SUSPECTED COVID19

WORKERS ARE ENCOURAGED **NOT TO COME TO WORK** WHEN ANY OF THE COVID19 **SYMPTOMS** ARE EXPERIENCED

- FEVER / TEMPERATURE OF **37.5°C** AND ABOVE
- COUGH – ANY COUGH
- SHORTNESS OF BREATH
- HEAVY BREATHING
- FATIGUE

IMPORTANT CONTACT NUMBERS FOR COVID19:

SHE OFFICER:
 HR OFFICER:
 MANAGER:
 CLINIC:
 DEPT OF HEALTH:
 NICD:
 PROVINCIAL COMMUNICAL DISEASE COORDINATOR:
 ETC:

EMPLOYEE CALL IN COMPLAINING ABOUT ANY ONE OR MORE OF THE COVID19 SYMPTOMS

EMPLOYEE ARRIVES AT GATE AND ANY ONE OR MORE OF THE COVID19 SYMPTOMS IS DETECTED

EMPLOYEE ON SITE COMPLAINS ABOUT ANY ONE OR MORE OF THE COVID19 SYMPTOMS

ISOLATE THE PERSON IMMEDIATELY BY REMOVING HIM / HER TO A ROOM BEHIND CLOSED DOOR – OPEN WINDOWS FOR VENTILATION. PROVIDE TISSUES TO SNEEZE / COUGH IN AND DISCARD. USE SEPARATE TOILET IF NEEDED

PERSON SHOULD **SEEK MEDICAL ADVICE** AND BE TESTED FOR COVID19. EMPLOYER TO PROVIDE ASSISTANCE TO GUIDE EMPLOYEE TO COVID19 TEST CENTRE IF REQUIRED

PERSON MUST BE **REMOVED FROM WORKPLACE AS SOON AS POSSIBLE** WITHOUT ANY CONTACT WITH OTHERS OR WORK SURFACES. ARRANGE TRANSPORT FOR THE WORKER – AVOID FURTHER CONTAMINATION

IF **COVID19 RESULT IS POSITIVE** ALL RELEVANT AUTHORITIES AND EMPLOYER TO BE ADVISED. PROVIDE **COUNCILLING TO EMPLOYEE** AND ENSURE REST OF FAMILY IS NOT INFECTED. EMPLOYER TO CALL EMPLOYEE REGULARLY FOR **SUPPORT**

DISINFECT EMPLOYEE'S WORK AREA & ALL SURFACES THAT THE INFECTED EMPLOYEE HAS COME INTO CONTACT WITH:

- ALL SURFACES AND OBJECTS VISIBLY CONTAMINATED WITH BODY FLUIDS/RESPIRATORY SECRETIONS
- ALL POTENTIALLY CONTAMINATED HIGH-CONTACT AREAS SUCH AS TOILETS, DOOR HANDLES, AND TELEPHONES
- USE ALCOHOL-BASED SANITIZERS / SURFACE DISINFECTANTS

IF **TEST IS NEGATIVE** WORKER SHOULD REMAIN HOME TILL 24 HOURS AFTER SYMPTOMS DISAPPEARED WHEN THEY CAN **RETURN TO WORK**

PERSON CAN **RETURN TO WORK** AFTER 2ND NEGATIVE PCR TEST (AT LEAST 24 HOURS APART) OR 14 DAYS AFTER SYMPTOMS DISAPPEAR

CDC & ENVIRONMENTAL HEALTH TO IDENTIFY ALL **WORKERS AND EVERYONE ELSE WHO HAVE BEEN IN CLOSE CONTACT** WITH THE POSITIVE COVID19 CASE – THEY NEED TO SELF QUARANTINE FOR 14 DAYS, MONITOR SYMPTOMS, AND SEEK MEDICAL ADVICE SHOULD SYMPTOMS APPEAR.

IDENTIFIED EMPLOYEES TO SELF QUARANTINE, IF NO SYMPTOMS THEY CAN **RETURN TO WORK** AFTER 14 DAYS