

Workplace Guidelines to keep you safe while we fight Covid-19



Stay healthy!



Stay away
from other
people



Don't touch
your face



Wear a
mask



Cough & sneeze
into your elbow
or a tissue



Keep surfaces
clean &
sanitary



Wash your hands

You and your fellow workers are like a strong, healthy chain.

Keep the chain and every link strong by
being responsible and careful at work,
at home and in your community.

Do the right things so that you are not the weak link that causes the chain to break!



We are a work team. The way we work
together must change to keep all of us
and the business we work for strong
and healthy.



We DO:

- Take responsibility for ourselves.
- Protect our health and that of our families and community members.
- Use common sense.
- Keep a safe distance from others.
- Stay away from social gatherings.
- Obey the new rules in the workplace and at home.
- Adapt to our new teams and shifts.
- Wash and sanitise our hands often.
- Wash our clothes every day.
- Wear our facemasks.
- Wash our facemasks every day.
- Enjoy our tea and lunch breaks outside.
- Immediately report it if we are feeling sick.
- **Ask the supervisor or manager if we are unsure about anything.**



We DO NOT:

- Touch others, not even in those friendly ways such as shaking hands.
- Touch or wipe our eyes, nose, mouth.
- Obey only when the boss or supervisor is watching.
- Hide it if we are feeling sick.
- Share anything (such as pens, clipboards, food, drinks, spoons, plates, tupperware, bottles, glasses, cigarettes).
- Forget how to behave when we leave the workplace.
- Go shopping every day, visit family or friends, go out drinking, go to social gatherings, go to church.
- Spread rumours.

What to expect from my employer and my workplace?

- New rules about keeping safe distances, personal hygiene, sanitising practices, transport and work teams.
- New rules and safety checks when getting onto transport, arriving for work, and leaving work, such as a health check.
- Training about Covid-19 and the new workplace rules.
- Daily team information briefings and updates about Covid-19.
- Clear and visible instructions on notice boards and posters.
- Extra cleaning and sanitising schedules for work stations, machinery, vehicles, bins, toilets, lunch areas, kitchens, lockers and change rooms.
- Possibly new teams and shift times to make sure that teams are kept the same and that people don't move between teams or have unnecessary contact during shift changes.
- Information on what will happen in the work place if one of your co-workers should get Covid-19

What are the basic rules for working and leave?

- If the business is running and you are needed to work at the workplace, you will come into work as always, with new rules to protect your health.
- If the business is running and you can do your job from home, you will work from home and still perform all the tasks and duties you normally do.
- If it is a lockdown period and the business is closed or you don't need to work, the company may ask you to take a part of your annual leave.
- If you don't have any more annual leave, you can be put on unpaid leave or the company could consider a temporary layoff.
- If you get Covid-19 you will have to stay in isolation for at least 14 days or until you are well again so that you do not make anyone else sick. You will be on sick leave during this time.
- If someone you know or someone in the work place gets Covid-19 and you have been in close contact with them, you will need to stay in isolation for 7 days to see if you get sick too. You will be on sick leave during this time.
- If you run out of sick leave and annual leave, you will be on unpaid leave and you can claim from the Unemployment Insurance Fund (UIF).

What are the basic rules regarding pay and compensation?

- If you are performing all the tasks and duties you normally do, whether you are working in the workplace or from home, you should get your full pay.
- BUT if the company is in financial trouble because of Covid-19, they might ask everyone to take a pay cut for a short time to save the company. You have to agree to this in writing.
- The company might also cut your work duties or working hours to save money or because there is less work, which may mean that your pay will be cut. The company will have a policy about this – make sure that you know what the policy says.
- If there is no other choice the company may have to lay off some workers for a while. This means that workers will not be paid for that time, but their jobs will be kept for them so that they can return when the crisis is over.
- Remember that if you run out of sick leave and annual leave, you will be on unpaid leave and you can claim from the Unemployment Insurance Fund (UIF).
- If you get Covid-19 from someone in the work place and it can be proven, you can claim for an Injury on Duty from the Compensation Commissioner.