



<AGENCY NAME>

<OFFICE NAME AND LOCATION>

WORK PLACE PROCEDURES
HEALTH CARE AND HYGIENE
IN THE COVID-19 NATIONAL
EMERGENCY 2020

DEFINING THE NEW NORMAL
COMPLYING WITH THE EMERGENCY
ORDERS AND KEEPING THE
WORK PLACE SAFE

Made in Compliance with the
Department of Personnel Management
Circular Instruction No 11
4th May 2020

WORK PLACE HEALTHCARE AND HYGIENE PROCEDURES

These Operating procedures are aligned with the **World Health Organisation Workplace Guidelines**, compliance with the instructions issued by the **Department of Health**, with **National Circular Instructions No's 10 & 11 of 2020** and **Emergency Orders** governing **Public Safety** and **Penalties** thereto issued by the **Emergency Controller**.

These procedures are for the occupation, health and safety of all officers conducting government business during the National Emergency and staying safe from the Corona virus in our work places.

It is important that we comply strictly with these procedures for the health and wellbeing of our families, ourselves, our clients and our visitors.

Persons found to be in breach of these procedures will be disciplined in accordance with their contractual employment arrangements.

Serious breaches and or repeated breaches will be referred to the Emergency Controller to apply appropriate penalties under the Emergency Orders.

PROCEDURE NUMBER 1:

The use of Personnel Protective Equipment (PPE)

- 1.1 Effective from Monday 4th May 2020, all staff and visitors must wear the face masks provided at all times within the office premises and in all other locations including travelling in vehicles whilst on Government business.**
- 1.2 All staff and authorized visitors are required to utilise the sanitizing hand rub dispensers at each entrance to the premises and to thoroughly clean their hands before entering.
- 1.3 All staff are required to thoroughly wash their hands utilizing the liquid hand soaps provided for all toilets on the premises. Staff safety is a shared responsibility with each agency head .
- 1.4 All staff must sanitize their hands immediately after touching common surfaces such as lifts, door knobs, table tops and filing cabinets.
- 1.5 In the event that PPE (face mask, gloves and hand sanitizers) have not been supplied on the premises staff must register their concerns officially with the Human Resources Management and STAY HOME until the PPE supplies are available.

PROCEDURE NUMBER 2: Personal Hygiene

- 2.1 **Wash Your Hands Frequently.** Washing your hands with soap and water or using alcohol based hand rub kills the virus that may be on your hands.
- 2.2 **Maintaining Social Distancing.** Maintain at least one meter between yourself and another person in order to minimize the spread of any virus present.
- 2.3 **Wearing a Face Mask:** The virus is air borne in fine droplets from your breath. If you are carrying the virus the mask is designed to prevent you spreading the virus to another person.
- 2.3 **Avoid touching eyes, nose and mouth.** The virus can enter the body in air borne droplets through the eyes, nose and mouth. Your hands touch many surfaces and can transfer the virus in this way.
- 2.4 **Practice Respiratory hygiene.** Covering your mouth and nose will contain coughs and sneezes. Mucous material must be disposed of in a toilet using tissues immediately. Masks must be washed as necessary on the premises or at home.
- 2.5 **Stay home if you feel unwell.** If you have fever, cough and any difficulty breathing, seek medical attention and do not come to the work place.

PROCEDURE NUMBER 3:

Security, Access and Communication

- 3.1 Security Officers will impose strict controls in enforcing these Work Place Procedures, the National Circular Instructions No's 10 & 11 of 2020, and the Emergency Orders 2020.
- 3.2 Security Officers control all entrances to the premises to enforce the procedures. Staff and others who fail to comply with the procedures will be instructed to leave the premises.
- 3.3 The COVID-19 Office Access Pass and Vehicle Access Pass authorizes entry to the premises which are to be provided to the Security Officers .
- 3.4 Unauthorized persons (without the necessary Access Pass) will be refused entry into the premises by the Security Officers.
- 3.4 All security related incidents must be made to the **COVID-19 Emergency Team** and further reported to the **Emergency Controller's Office** through **National Toll Free number 1800 200** or **St John Emergency Ambulance on Toll free number 111 or 7111234**
- 3.5 All breaches of these procedures must be reported in a formal minute as a permanent record.

PROCEDURE NUMBER 4: Government Transport

- 4.1 Drivers of Government vehicles must wear a mask and hand gloves, and clean and sanitize vehicles before entering Government premises.
- 4.2 Drivers of Government vehicles carrying staff to and from office premises must comply with the number of passenger limitations issued under the Emergency Orders as follows;
 - ⇒ 25 seater – maximum 15 passengers
 - ⇒ Double cabin – maximum 3 passengers
 - ⇒ 15 seater – maximum 8 passengers
 - ⇒ SUVs' – maximum 2 passengers
 - ⇒ Truckers – maximum 4 passengers
- 4.3 Drivers of Government Vehicles must provide hand sanitizers and ensure that staff entering the vehicle sanitize their hands.
- 4.4 Transport and Asset Managers are to enforce compliance with this important procedure and monitor and report non-compliance.

PROCEDURE NUMBER 5: Office Cleaning

- 5.2 Cleaning is a priority and Housekeeping is required to clean all common surface areas regularly throughout the day. This includes doors, handles, bench and table tops, filing cabinets, toilet areas and sink tops, stair rails, and lifts etc.
- 5.3 For personal surface areas such as computer keyboards and workstations, these are the responsibility of each and every officer, (regardless of rank) and must be cleaned frequently using the cleaning materials provided.
- 5.4 Officers must have their own identified plates and eating utensils and must not share any drinking glasses, cups, plates or utensils with any other person.
- 5.5 Do not rinse your mouth in the pantry or kitchen sinks. Sinks are for washing utensils.

PROCEDURE NUMBER 6: Essential Priority Finance

- 6.1 All essential PPE (masks, gloves and hand sanitizers and cleaning materials) required to comply with these WSork Place Procedures must be requisitioned in advance in compliance with the *Public Finance (Management Act)*, procedures.
- 6.2 All requisitions for PPE must be given priority and procurement of supplies completed and paid for within a 12 hour period.
- 6.3 Difficulties in securing essential funds to purchase all necessary PPE for officers must be reported immediately to the Emergency Controller's Office.

PROCEDURE NUMBER 7: Protection of Children and Family

- 7.1 Children and family members must not be brought into Government office areas unless for authorized purposes.
- 7.2 All children and family members authorized to visit Government offices must follow the healthcare and hygiene procedures applying to staff.
- 7.3 Family, relatives or friends accompanying you but without authorised business in the work place must be made to remain outside of the premises.

PROCEDURE NUMBER 8: Organizing Meeting and Events

8.1 Before Meetings take place:

(a) check for advice from authorities at planned venues for meetings or events and confirm with the Emergency Controller's Office.

(b) There may be a risk of contracting the virus by attending meetings or by unknowingly spreading the virus at a meeting and exposing others to the virus without taking the listed precautions.

(c) Therefore consider whether a face to face meeting is necessary or can be replaced with video conferencing or other communication platform.

(d) Provide all PPE equipment (masks, gloves and hand sanitizers) for every person attending the meeting. Any person without PPE is not eligible to attend.

(e) At all meetings use disposable cups, plates and cutlery when catering food from a reputable take away provider.

(f) Ensure that all meeting participants and caterers and visitors provide contact details and place of residence in an attendance register.

8.2 During Meetings

- (a) Display hand sanitizers prominently around the venue
- (b) maintain physical distancing at a minimum of 1.5 meters between each participant.
- (c) Open windows and doors whenever possible to make sure the premises are well ventilated.
- (d) In the event that any participant feels ill, call the **Covid-19 Hotline on 1800 200.**

After Meetings

- (a) Record names and contacts of all participants for future tracing in the event that any person falls ill after the event.
- (b) In the event that a person at the meeting was subsequently isolated as a suspect Covid-19 case, the organizer must inform all participants to enable tracing and testing after the event.
- (c) A person who develops even a mild cough or low grade fever after attending a meeting or event must remain at home and self-isolate until tested and given medical clearance.

PROCEDURE NUMBER 9: Travel Away and Return

- 9.1 Any officer returning from overseas are required to follow the instructions of the Emergency Controller staff at the point of return and enter into a state of quarantine for 14 days and secure official clearance.
- 9.2 Any officer authorized to travel returning from outside of the Province must self-isolate in their homes for a minimum of 14 days before allowed to return to work at the office premises.

PROCEDURE NUMBER 10: Clients/Contractors/Agents

- 10.1 All clients/contractors/agents must be instructed prior to any visit to the work place of the need to comply with the all relevant work place procedures.
- 10.2 The five personal hygiene habits in Procedure 2 must be enforced when in contact with and dealing with clients/Contractors/Agents on a daily basis or on client days.



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AUTHORISED BY:

<Name of Agency Head>

Date: _____

RECEIVED BY:

<Name of Officer

Date: _____