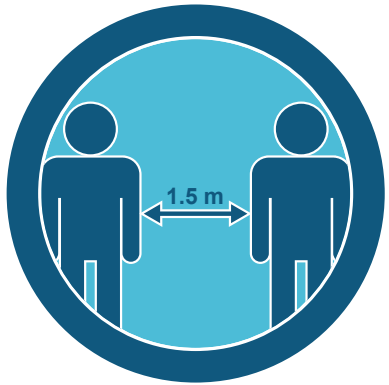


Together we'll Succeed!

Physical/Social Distancing

Requirements places of work/businesses measures COVID-19



Measures for maintaining social distance

Every organization/business/institution/employer is to take the necessary measures to ensure the necessary social or physical distance of a minimum of 1 ½ meters between employees and/or employees and visitors in the workplace, in order to maintain the health and safety of the staff and clients. If possible, it is recommended that employees work from home as much as possible and/or introduce flexible working hours. Below will follow a number of minimum requirements that employers must adhere to in order to harbor social/physical distance in the workplace:

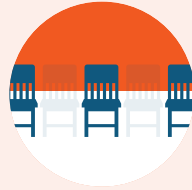


The employer is responsible for designating and arranging the workplace and communal areas within the company to guarantee the aforementioned distance.

The employer will make sure their employees receive information / instructions relating to the importance of social distancing, at work as well as outside of work.



As such, the employer must also consider the flow of people coming through (relevance dependent of nature and type of service or process).



Outdoor furniture (tables, benches, chairs) in front of the building must be removed so clients and employees cannot sit next to each other. Indoor furniture should either be removed, separated, or shielded.



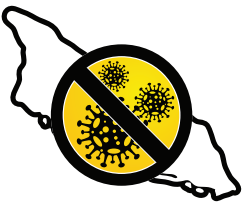
Replace physical meetings and appointments as much as possible with online means of communication and / or telephone conversations.

If meetings do take place physically, an attendance list must be kept.



In case there are visitors, the following measures regarding access are in place:

- Limit access to a few visitors considering the regulation of all people maintaining a minimal distance of 1 ½ meters;
- Visitors that do not comply with the measures will be asked to leave the organization or the company property immediately.



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Workplace Hygiene

Requirements places of work/businesses measures COVID-19



Measures for maintaining good hygiene

Every organization/employers should take the necessary measures to facilitate and promote good hygiene in the workplace in order to maintain the health and safety of the employees as well as the visitors. Below a number of minimum requirements that employers need to adhere to will follow:



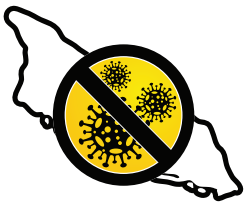
The employer will make sure to regularly promote the frequent washing of hands and coughing responsibly to the employees. Clear instructions should be given to the staff.

The employer ensures that the surfaces that are touched by many people, such as light knobs, door knobs and the like, are regularly cleaned.

The employer will provide enough cleaning products to the employees.

The employer will provide a clean and hygienic workplace; surfaces (like desks and tables) and objects (like phones and keyboards) must be cleaned with disinfectant regularly. This measure depends on the number of clients/visitors/employees that make use of the workspace, surfaces, objects and company car.

- The employer provides information and instructions about the following hygiene requirements:
 - Everyone must wash their hands with water and soap for a minimum of 20 seconds, in the absence of water use handsanitizers with a minimum of 60% alcohol;
 - When sneezing or coughing a paper napkin must be used and disposed of; if this is not available, one must sneeze in the inside crease of the elbow;
 - One must avoid touching the face, especially the mouth, nose, and eyes.
- Place handsanitizer dispensers in visible areas of the workplace (like the entrance, meeting rooms etc.); make sure that these dispensers are refilled regularly.
- Make sure that employees and visitors have acces to areas where they can wash their hands with soap and water.
- Display posters promoting hand washing, coughing responsibly etc., for information visit www.arubacovid19.org.
- Communicate the aforementioned requirements through other communication channels (like briefings during meetings, information on intranet sites etc) to promote the cough and hand hygiene.



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Sick Employees or Clients

Requirements places of work/businesses measures COVID-19



Measures regarding sick employees or clients on business property

Every organization/employer should take the necessary measures to ensure that there are no employees or visitors with respiratory problems (cough, shortness of breath, sore throat) on company property/in the workplace in order to safeguard the employees' and visitors' health and safety. Below a number of minimum requirements employers must adhere to in relation to sick employees or visitors are listed:



If a visibly sick visitor with respiratory problems (cough, shortness of breath, sore throat) arrives, they will be denied entry.



When an employee is sick with visible respiratory problems (cough, shortness of breath, sore throat), they must immediately contact their company physician.



Inform your employees and visitors that everyone with a fever or respiratory problems (cough, shortness of breath, sore throat) is prohibited to enter the workplace and must stay home and follow the procedure of calling in sick.



Display posters with this message at the workplace. Combine this with other communication channels that are frequently used within your organization or company.

For extra information read the guidelines created by World Health Organization (WHO):

This pdf contains more information on how to prepare your workplace
Technical Guidance for schools, workplaces & institutions