

# Conditions workplaces/companies preventive measures COVID-19

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When scaling down the current measures in accordance with Ministerial Order AB 1989 no.62 General control measures COVID-19 (such as shutdown, curfew, lockdown), it is essential that everyone adhere to their preventive measures regarding social distance and hygiene. Conditions for this with minimum requirements have been drawn up by the Public Health Department. This applies to everyone and these will be controlled.

Enforcement of all required measures is the responsibility of each employer and will be monitored by a task force. During audit, the Task Force will monitor the measures listed below. In the event of non-compliance, the relevant employer may be instructed to close his / her establishment in accordance with the aforementioned laws and regulations.

## **1) Measures to guarantee social distance**

**Every organization / company / institution / employer takes the necessary measures to establish the social or physical distance of at least 1 ½ meters between the staff and / or staff and visitors in the workplace, in order to ensure the safety and health of both staff and customers. If possible, it is recommended that employees work from home as much as possible and / or introduce flexible working hours.**

**Below are several measures that employers must take as a minimum to ensure social / physical distance in the workplace:**

- ✓ The employer is responsible for designating and arranging the workplace and common areas within the company to guarantee the aforementioned distance.
- ✓ The flow of people must also be taken into account (relevance depending on the nature and type of service or process).
- ✓ Outside furniture (tables, benches, chairs) in front of the building should be removed so that customers and / or staff cannot sit next to each other. Indoor furniture must also be removed, separated or shielded.
- ✓ The employer is responsible for providing information / instructions to employees regarding the importance of social distance, both at the workplace and beyond.
- ✓ 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.

- ✓ If there are visitors, the following applies to access:
  - Restriction to a number of visitors, taking into account a minimum of 1 ½ meters distance.
  - Visitors who fail to comply with these measures are requested to leave the organization or company premises immediately.

## **2) Measures to guarantee proper hygiene**

**Every organization / employer takes the necessary measures to facilitate and promote good hygiene in the workplace in order to guarantee the safety and health of both staff and visitors. Below are a number of measures that employers must take as a minimum to ensure good hygiene in the workplace:**

- ✓ The employer ensures clean and hygienic workplaces; surfaces (eg desks and tables), objects (eg telephones, keyboards) and commercial vehicles should be regularly cleaned with disinfectant. The regularity depends on the number of clients / visitors / staff who use the workplace, surfaces, objects and company car.
- ✓ 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 makes sufficient cleaning products available to the employees.
- ✓ The employer is responsible for promoting regular and thorough hand washing and good cough hygiene by employees. Clear instructions should be given to staff.
  - Employers provide information and instruct staff on the following hygiene regulations:
    - Everyone should wash hands with soap and water for at least 20 seconds, in the absence of water use a gel with at least 60% alcohol;
    - When sneezing or coughing, a paper handkerchief is used and thrown away immediately afterwards; if not available, cough or sneeze in the curve of the elbow;
    - The face, especially the mouth, nose and eyes, should be touched as little as possible
  - Place disinfectant hand hygiene dispensers in visible places in the workplace (such as entrance, meeting rooms, etc.); make sure these dispensers are refilled regularly.
  - Ensure that staff and visitors have access to places where they can wash their hands with soap and water.
  - Display posters to promote hand washing, cough hygiene, etc. Consult [www.arubacovid19.org](http://www.arubacovid19.org).
  - Communicate the above regulations through other communication channels (such as briefings at meetings, information on intranet sites, etc.) to promote hand and cough hygiene.

## **3) Measures regarding sick employees or customers on the company premise**

**Every organization / employer takes the necessary measures to ensure that no employees or visitors with respiratory complaints (cough, shortness of breath, sore throat) are on the company site / workplace in order to guarantee the safety and health of both staff and visitors. The following are a few measures that employers should take as a minimum with regard to sick employees or visitors at the workplace and company premises:**

- ✓ The entrance of a visibly ill visitor with respiratory complaints (cough, shortness of breath, sore throat) is refused.
- ✓ In case of a sick employee with visible respiratory complaints (cough, shortness of breath, sore throat), he must immediately contact his / her company doctor.

- ✓ Inform your employees and visitors that anyone with a fever or respiratory complaints (cough, shortness of breath, sore throat) is forbidden from entering the workplace and must stay at home following the sickness reporting procedure.
- ✓ Show posters with this message on your workplaces. Combine this with other communication channels that are often used in your organization or company.

For additional information please consult the following guidelines from the WHO:

<https://www.who.int/docs/default-source/coronaviruse/advice-for-workplace-clean-19-03-2020.pdf>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/guidance-for-schools-workplaces-institutions>