



- Visitors who do not comply with these measures are requested to leave the organisation or the company premises immediately.

## **2. Measures to ensure good hygiene.**

Every organisation/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 shall provide sufficient personal protective equipment for the employee(s).
- The employer ensures clean and hygienic workplaces; surfaces (e.g. desks and tables), objects (e.g. telephones, keyboards) and company cars must be cleaned regularly with disinfectant. The frequency depends on the number of clients/visitors/staff using the workplace, surfaces, objects and company car.
- The employer ensures that surfaces that are touched by many people, such as light switches, doorknobs and the like, are cleaned regularly.
- The employer shall make 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 containing at least 60% alcohol;
  - When sneezing or coughing, a paper handkerchief is used which is discarded immediately afterwards; if not available, it is coughed or sneezed in the curve of the elbow;
  - The face, especially the mouth, nose and eyes, should be touched as little as possible.
  - Masks are mandatory in all buildings, for personnel and customers
- Place disinfectant hand hygiene dispensers in visible areas of the workplace (such as entrances, meeting rooms, etc.); ensure these dispensers are refilled regularly.
- Ensure that staff and visitors have access to places where they can wash their hands with soap and water.
- Show posters promoting hand washing, cough hygiene, etc. Please 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 with regard to sick employees or customers on the company premises.**

Every organisation/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 premises/workplace in order to guarantee the safety and health of both staff and visitors. Below are a number of minimum measures to be taken by employers with regard to sick employees or visitors at the workplace and on the company premises:

- The entry of a visibly ill visitor with respiratory complaints (cough, shortness of breath, sore throat) will be refused.
- A sick employee with visible respiratory complaints (cough, shortness of breath, sore throat) should contact his/her company doctor immediately.
- Inform your employees and visitors that anyone with fever or respiratory complaints (cough, shortness of breath, sore throat) is forbidden to enter the workplace and must stay at home in accordance with the sick leave procedure.
- Show posters with this message at your workplace(s). Combine this with other communication channels that are often used in your organisation or company.

For additional information see WHO guidelines:

<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>