



أولى
عاملون
صحة وأمان



COVID-19

EMPLOYERS RESPONSIBILITIES
TO PREVENT THE SPREAD OF
THE VIRUS WITHIN THE
WORKPLACE

COVID-19 COMMON SYMPTOMS: CAN INCLUDE:

- Fever
- Cough (usually dry)
- Shortness of breath

COVID-19 MODE OF TRANSMISSION:

The virus seems to be transmitted mainly via respiratory droplets that people sneeze, cough, or exhale. The virus can also survive for several hours on surfaces such as tables and door handles.

Employers must rapidly take the following precautionary measures to flatten the coronavirus COVID-19 curve and prevent the current pandemic from worsening and affect our community especially our vulnerable population.

Employers must ensure that they follow national and WHO recommendations in order to keep workplace **safe and healthy** in the presence of the Coronavirus COVID-19.

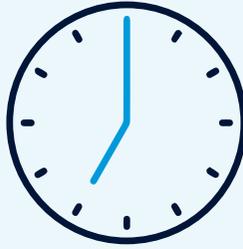
ENVIRONMENTAL CLEANING



Employers **MUST** have installed hand sanitizers containing alcohol (ethanol or ethyl alcohol 60 % minimum), isopropyl alcohol or benzalkonium chloride and ensure they are refilled regularly.

Employers **MUST** also provide soap, water and tissues in all available restrooms.

TIMEKEEPING



Employer **MUST** suspend the use of fingerprints for work timekeeping until further notice. Line Managers **MUST** be able to monitor their staff attendance manually, if necessary, until the situation is controlled.

STAFF TEMPERATURE



Employers can measure the staff temperature using a touchless device one or two times a day all by respecting physical distancing.

EXTERNAL VISITORS AND MEETINGS



Employers **MUST** cancel external visitors and external business meetings. Technology is highly developed to provide solutions like Business Skype, Microsoft Teams, Virtual Meetings applications.

All entities **MUST** apply physical distancing and staff should remain out of group settings, mass gatherings, and maintain distance (approximately 6 feet or 2 meters) from each other whenever possible.

All Employers **MUST** ensure restricted movement for all their staff and avoid social events.

FOOD & BEVERAGES



Employers should suspend temporarily the use of an external company to serve tea and coffee.

Employers should notify staff that all personal deliveries to the office are also suspended and that employees should self-serve themselves and bring their personal food and preferably disposable items (spoon, mug, glass, plate, etc)

MENTAL HEALTH & STRESS MANAGEMENT



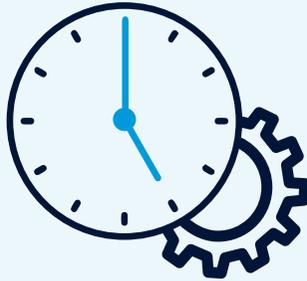
Employers **MUST** share the facts about COVID-19 with all employees and regularly communicate through emails or social medias. Providing the comfort in understanding employees' fear and support with continuous internal communication on status as well as understanding that actual risk, can make an outbreak less stressful.

OFFICIAL SOURCES TO SHARE FACTS: Ministry of Public Health, Hamad Medical Corporation, Primary Health Care Corporation.

When Employers share accurate information about COVID-19 they can help make employees feel less stressed and allow them to connect with their managers if they feel the need to.

It is the Employers responsibility to take necessary measures to ensure employees feel free to talk should they have any symptoms, with no fear of being discriminated against at the workplace.

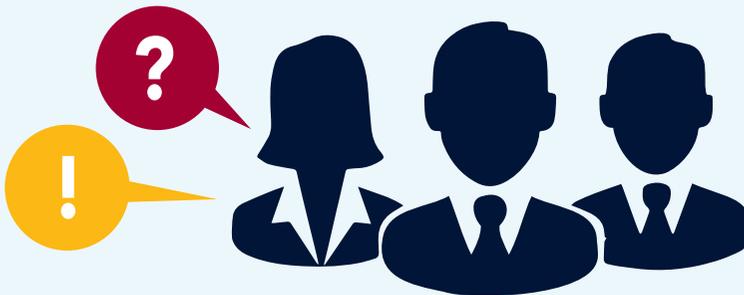
WORK FLEXIBILITY



Employers at times of extremely high health risk **MUST** be flexible and enable people to work from home when tasks and functions allow that.

Employer, as a minimum, **MUST** follow National Directives and implement immediately the following: People suffering from chronic conditions such as diabetes and hypertension, people above 55 years and pregnant women **MUST** work remotely from home.

What should an employer do if one of his/her employee is infected?



Employers must provide the employee a surgical mask that he will wear appropriately and put the employee in an isolated area or room before calling the MOPH hotline **16000**.

Employers MUST follow the Ministry of Public Health National Infection Prevention and Control Interim Guideline for Corona Virus COVID-19 and housekeeping staff shall use appropriate Personal Protective Equipment.

Employers MUST communicate with the patient coworkers especially those at risks for them to take any necessary measures and precaution without introducing stigma and discrimination in the workplace.

Employers MUST make sure the patient has a medical clearance before returning to work

**For more info. on Coronavirus
Disease 2019 (COVID-19)
visit www.moph.gov.qa or call 16000**



www.moph.gov.qa



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