



**24-26 GRENADA CRESENT, KINGSTON 5, JAMAICA  
EMERGENCY, DISASTER MANAGEMENT AND SPECIAL SERVICES BRANCH**

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## **INFECTION PREVENTION AND CONTROL RECOMMENDATIONS FOR EMPLOYERS:**

### **INTERIM GUIDANCE FOR COVID-19**

#### **BACKGROUND**

In January 2020 the World Health Organization (WHO) declared the outbreak of a new coronavirus disease in Hubei Province, China to be a Public Health Emergency of International Concern. WHO stated there is a high risk of the 2019 coronavirus disease (COVID-19) spreading to other countries around the world.

#### **METHOD OF SPREAD**

When an ill person with COVID-19, coughs or exhales they release droplets of infected fluid.

If persons are standing within **one meter** of a person with COVID-19, they can be infected by breathing in droplets coughed out or exhaled.

Most of these droplets fall on nearby surfaces and objects such as desks, tables or telephones.

Persons can also be infected with COVID-19 by touching contaminated surfaces or objects and then touching their eyes, nose or mouth.

Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care.

Therefore, all sections of society including businesses and employers must play a role in halting the spread of this disease.

#### **GENERAL ADVICE TO ALL PERSONS**

- Try to maintain a safe distance of 1 meter from all persons
- Avoid touching eyes, nose and mouth
- Cover a cough or sneeze with a tissue / elbow
- Wash hands with soap and water regularly and when visibly soiled. Use Alcohol hand rub in between washing.
- Perform alcohol hand rub after touching things such as money, parking tickets, elevator buttons, and door handles using preparations of 62% and above.



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## **PERSONS WHO DEAL WITH HIGH VOLUME OF PEOPLE**

Persons who deal with high volume customer interactions such as customer service representatives, bank tellers, educators, event planners may be at additional risk of exposure when undertaking daily duties.

These persons should implement the following techniques to minimize exposure:

- Have accessible 62% and above alcohol on person or at workstation to facilitate hand rub.
  - Perform hand rub after every interaction with clients.
  - At regular intervals, hand wash with soap and water especially if handling items such as money
- If persons are sneezing or coughing, provide tissues and no-touch disposal receptacles for discard.
- Place 62% and above alcohol hand rubs stations in multiple locations for access by customers and encourage use.
- Ask persons to approach one at time and maintain the 1 meter at all times
- Wipe all surfaces and objects at workstation using commercial bleach wipes for commonly used items such as pens, rubber stamps, telephones, computers, chairs.

## **PREVENT THE SPREAD OF COVID-19**

**Employers should start doing these things now, even if COVID-19 has not arrived in the communities where they operate by:**

- ***Making workplaces clean and hygienic***
  - Develop a weekly cleaning schedule for all work areas
  - Surfaces (e.g. desks and tables)) should be wiped clean with soap and water but disinfected with commercial bleach wipes at the end of the day.
  - Objects (e.g. Light switches, elevator buttons, telephones, keyboards) should be should to be wiped using a moistened with cotton ball of 62% and above alcohol
  - Tiled Floors should be cleaned daily using soap and water and disinfected such as Commercial Bleach or Pine sol.



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- Carpets should be steam shampooed or vacuumed weekly.
  - Service or clean air condition units (central and split unit models) and ensure that all filters are washed weekly.
  - ***Promoting regular and thorough hand-washing by employees, contractors and customers***
    - Ensure that staff and customers have **access** to places where they can wash their hands with soap and water
    - Ensure that all hand wash basins are functional and running water is available.
      - Store water safely in covered buckets for hand washing if water is not available. Add 1-2 drops of commercial bleach (not bulk) to a 5 gallon bucket for all stored water containers
    - Ensure that adequate soap and paper towels are available for washing and drying hands
    - Place sanitizing hand rub dispensers in prominent places around the workplace. Ensure these dispensers are regularly refilled
    - Display posters promoting hand-washing or hand rub using alcohol.
    - Enlist company officers such safety officer, school nurse or personnel officer to offer guidance in briefings or meetings and information on the intranet to promote hand-washing
  - ***Promoting good respiratory hygiene in the workplace***
    - Display posters promoting respiratory hygiene. Enlist company officers such safety officer, school nurse or personnel officer to offer guidance in briefings or meetings and information on the intranet to promote good respiratory hygiene
    - Educate staff and customers about covering their cough or sneeze
    - Advise staff to avoid touching face, eyes or nose or mouth after sneezing.
    - Ensure adequate paper tissues are available at the workplace, for those who develop a runny nose or cough at work
    - Provide closed bins lined with black trash bags for hygienically disposing of used tissues
    - Promote hand rub after every sneeze, cough or after discarding used tissues
- ***Advise all employees to consult national travel advice before going on business trips.***



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## **ADVICE TO ILL STAFF AND CUSTOMERS**

- ***Brief all employees and customers that anyone who is ill with a cough or fever needs to stay at home until symptoms have resolved.***
  - Display signs promoting staying at home
  - Provide contact numbers for staff to call to inform of illness
- ***If someone becomes ill while at work, place the ill person in a room or area where they are away from others in the workplace***
- ***Limit the number of people who have contact with the sick person and contacting the local health department***
- ***Educate staff and customers about covering their cough or sneeze***
- ***Wash hands or use 70% alcohol for as a hand rub after assisting the ill person***
- ***After person has been safely transported to a healthcare facility, ensure cleaning of all surfaces and objects***



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**APPENDIX A**

**CHECLIST OF ITEMS**

<b>ITEM</b>	<b>AVAILABLE</b>	<b>NOT AVAILABLE</b>
Soap		
Paper hand towel		
62% and above Alcohol Hand Rub		
Tissue paper		
Black garbage bags		
Step on bins		
Commercial bleach		
Cleaning rags		
5 gallon buckets		
Industrial gloves		
Bleach cleaning wipes		



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APPENDIX B

HAND WASH AND ALCOHOL HAND RUB

**How to handrub?  
WITH ALCOHOL-BASED FORMULATION**

**How to handwash?  
WITH SOAP AND WATER**

**1a** Apply a palmful of the product in a cupped hand and cover all surfaces.

**1b** Apply enough soap to cover all hand surfaces.

**2** Rub hands palm to palm

**3** right palm over left dorsum with interlaced fingers and vice versa

**4** palm to palm with fingers interlaced

**5** backs of fingers to opposing palms with fingers interlocked

**6** rotational rubbing of left thumb clasped in right palm and vice versa

**7** rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa

**8** rinse hands with water

**9** dry thoroughly with a single use towel

**10** use towel to turn off faucet

**8** ...once dry, your hands are safe.

**11** ...and your hands are safe.

20-30 sec

40-60 sec

WORLD ALLIANCE FOR PATIENT SAFETY

WHO acknowledges the Hôpitaux Universitaires de Genève (HUG), in particular the members of the Infection Control Programme, for their active participation in developing this material.

World Health Organization

October 2006, version 1.



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**APPENDIX C**

**CLEANING CHECKLIST FOR HIGH TOUCH AREAS**

<b>DATE</b>		<b>ROOM #</b>	
<b>HIGH-TOUCH ROOM SURFACES</b>	<b>CLEANED</b>	<b>NOT CLEANED</b>	<b>NOT PRESENT IN ROOM</b>
Table			
Telephone			
Computer Keyboard			
Chair			
A/C Controls			
Room light switch			
Room inner and outer door knob/Handle			
Bathroom inner door knob			
Bathroom light switch			
Bathroom sink			
Toilet seat			
Toilet flush handle			