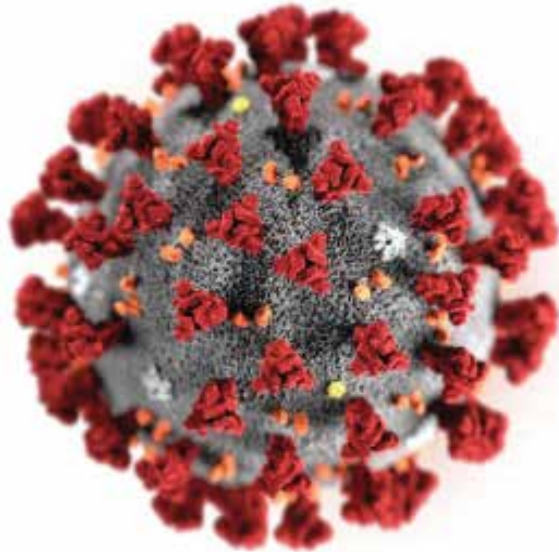


# Returning to the Work Place after COVID 19

COVID 19:  
'Safe Return to Work Plan'  
in the new 'normal'



## **Guideline-3**

### **Booklet Content**

1. COVID 19 Golden Rules
2. HSE Requirements (from HOME to HOME)
3. Work from Home (for a section of employees)
4. Conclusion
5. Annexure-1 : What is COVID 19 & how it spreads?
6. Annexure-2 : COVID 19 Symptoms

## **Guideline-3 (COVID-19 Golden Rules)**

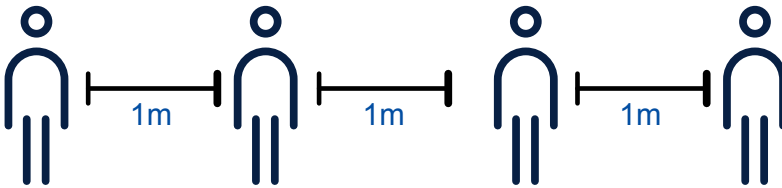
### **Appropriate resources required for effective compliance of following measures by workforce**

- a. Employees who are unwell shall stay at home and seek medical advice
- b. Practice Social Distancing
- c. Follow good respiratory hygiene measures
- d. Practice hand hygiene
- e. Cleaning of work places, work equipment & facilities  
Details given in subsequent slides

## COVID-19 Golden Rules (contd.)

### Practise Social Distancing

- a) Maintain at least 1 meter
- b) Avoid close contact with others
- c) Avoid shaking hands; practice other forms of greeting



No Handshake



## COVID-19 Golden Rules (contd.)

### Follow good respiratory hygiene measures

- a) Cover your mouth and nose with tissues while coughing or sneezing; if tissues is not available cough or sneeze into your elbow.
- b) Dispose off used tissues into a closed waste bin & wash hands immediately.
- c) Wash hands up to elbow if you have coughed or sneezed into your elbow.
- d) Avoid touching eyes, nose and mouth.
- e) Wear mask covering nose and mouth.
- f) Dispose off used face mask into a closed waste bin & wash hands immediately.



## COVID-19 Golden Rules (contd.)

### Practise hand hygiene

a) Wash your hands frequently with soap & water for at least 20 seconds; if soap & water are not available sanitize your hands with a sanitizer containing at least 60% alcohol

b) Wash your hands

- Immediately before eating
- If you touch contaminated objects / surfaces
- After you cough, sneeze or blow your nose
- After disposing off the used tissue
- After disposing off the used face mask
- After any accidental contact with sick persons
- After visiting wash room



## **Actions to consider: from home to the workplace**

### **A) Before leaving home**

**i. You are advised to seek medical opinion and inform your supervisor, if you belong to any of the following category:**

- A. Age > 60
- B. Suffer from chronic disease
- C. Have cancer
- D. Have a medical condition that may affect immunity
- E. Are taking medications that suppress the immune system
- F. If you are pregnant

**ii. If you feel unwell and / or have any symptoms of COVID 19**

- A. stay at home
- B. seek medical care (follow the guidance issued by MOH, Kuwait)
- C. inform your supervisor



## **Actions to consider: from home to the workplace**

### **B) Transport to and from work**

- A. Travel alone while coming to work & going back
- B. If travelling in shared transport,
  - maintain social distance of 1 meter
  - wear face mask
  - sanitize hands
- C. Travel in cleaned / disinfected pool vehicle





**Actions to consider: At the entry gate (before entering the workplace)**

**A) Symptom screening (including temperature checking)**

- A. Undergo body temperature check at the entrance gate
- B. In case the temperature is higher than normal, follow the instructions; do not enter office



**Actions to consider: At the entry gate (before entering the workplace)**

**B) Avoid congestion at the entrance / exit**

- A. Practice social distancing at the entrance; adhere to Security Personal instructions
- B. Practice social distancing while waiting to board into pool buses & disembarking from the bus; follow first in –last out sequence
- C. Avoid shaking hands, unnecessary talks & greetings
- D. Wear face mask
- E. Follow the instructions of your superior and attend duty as per his / her direction

## Actions to consider: inside the workplace

- A. Wash / sanitize your hands after reaching your office
- B. Register your attendance with your supervisor
- C. Comply with social distancing rule (1 meter)
- D. In the presence of any other person always wear your face mask; while you are alone at office or at process units you may take it off



## Actions to consider: inside the workplace

### A. Work equipment

1. Do not Share work tools and stationery items
2. If not possible, disinfect tools / stationery whenever you share them
3. Minimize paper work
4. In case you want to exchange paper, ensure hand hygiene practice

### B. Do not visit areas where your presence is not required

### C. Do not call any visitors to meet you in the office. Restrict your interaction through phone. If not possible, get approval from your supervisor and follow the procedure for meeting the visitors

### D. Social / religious gatherings are prohibited. You are encouraged to bring personal prayer mat.



## Actions to consider: inside the workplace

### H. Meetings:

Avoid physical meetings.

Conduct virtual meetings

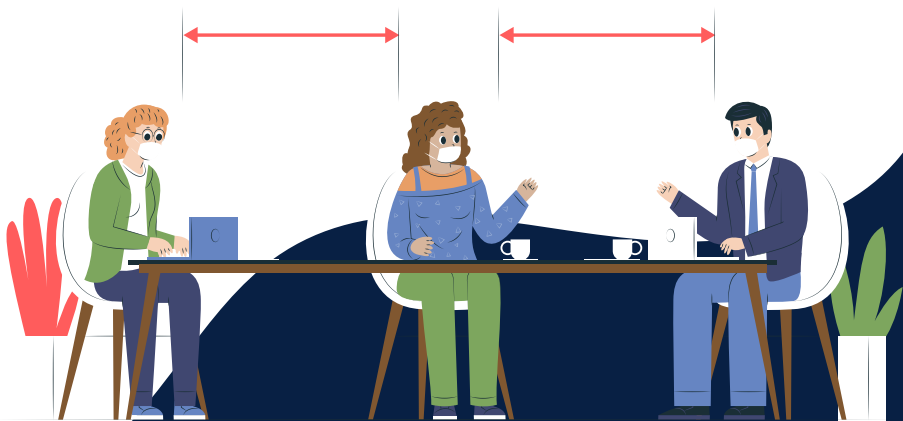
In case of physical meetings, ensure the following:

- social distancing of 1 meter
- wearing face mask

I. Use stairs / escalators whenever possible; Avoid touching handrails Use designated elevators and avoid crowded elevator; While using elevators wear face mask

J. If you develop symptoms of COVID-19 or felt sick at the work place:

- Inform your supervisor
- Call Medical division



## **Actions to consider: inside the workplace**

### **Wash room facilities, Workplace cleanliness**

- A. Follow social distancing at wash room facilities
- B. Wash hands after using wash room
  
- Cleaning staff will visit at reduced frequency, only for garbage collection. Self Cleaning is encouraged

## **Actions to consider: inside the workplace**

### **Pantry facilities, Greenery (plants) inside offices**

- A. Pantry services will not be available till further notice.
- B. You are encouraged to bring your refreshments / food from home
- C. Ensure that the greenery (plants) inside office rooms are moved Out to a common designated area for frequent watering process

## **Actions to consider: Travelling inside / between worksites**

**Travel in pool buses / cars for reaching office from entrance and back to entrance from office & Travel during working hours within site or from one site to another**

Refrain travel within & between sites.  
If not possible, follow the precautions below.

- A. Travel alone (in pool vehicles such as pick-ups & cars) while at work within sites / between sites
- B. If travelling alone is not possible maintain 1 m distance & use face mask
- C. Wash / sanitize your hands before entering and after getting out of the vehicle
- D. While using pool car, clean your seat before occupying it; employee driving the car shall clean / disinfect steering wheel in addition to his / her seat





## Actions to consider: leaving the workplace

- A. Wash your hands / sanitize before going out
- B. Social distancing to be followed while going out
- C. Wash hands after reaching home
- D. Ensure maximum personal hygiene after reaching home



## Conclusion

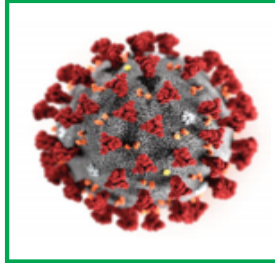
- A. Wear a face mask covering your nose and mouth while in public places or in presence of any other personnel
- B. Maintain social distancing at all places
- C. Stay at home, if you are unwell and seek medical advice
- D. Follow COVID 19 Golden rules at all times

Utilize 'COVID 19 Safe Workplace Surveys' to self-monitor / verify compliance to all control measures related to COVID 19 (Survey checklists)

## Annexure-1: What is COVID-19 and how it spreads?

### What is COVID-19?

Corona virus  
Disease is  
an infectious  
disease. It is  
caused by a virus  
of the corona  
virus family.



### How COVID-19 spreads?

1. COVID-19 spreads mainly from person to person. You can get infected by coming into close contact (within 1 meter) with a person who has COVID-19
2. You can get infected from respiratory droplets when an infected person coughs, sneezes, talks or laughs
3. You may also get infected by touching an object or surface contaminated with the virus and then touch your eyes, nose or mouth



## Annexure-2 COVID-19 Symptoms

- Fever
- Cough
- Shortness of breath or breathing difficulty
- Chills
- Muscle pain
- Sore throat



muscle pain



cough



headache



chills



short of breath



chest pain



fever



sore throat

