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A photograph of two men in business suits. The man on the right, with grey hair and a beard, is gesturing with his hands while speaking. The man on the left is seen from the back, listening. They are in a modern office setting with a large whiteboard in the background.

HOW TO PREPARE FOR CORONAVIRUS IN THE WORKPLACE



The World Health Organisation recently announced a world-wide pandemic as an outcome of the COVID-19 outbreak. As a result of this, all parts of our society – including businesses and employers – must play a role if we are to stop the spread of this disease. While some companies have strongly encouraged their employees to work from home, not every workplace will be able to accommodate a working from home policy. The easiest way to make the workplace a safe environment is to make it a clean environment. Below we discuss how you, as an employer, can ensure a safe environment for your employees through this uncertain time.

Preventing the spread of COVID-19 in your workplace –

- Make sure your workplaces are clean and hygienic with routine environmental cleaning. This includes cleaning workstations, countertops and doorknobs. Another way is to provide employees with disposable disinfectant wipes and encourage them to clean commonly used surfaces after they use them.
- Social distancing can also help prevent spreading the disease and having to quarantine the entire office, so, where applicable, encourage employees to work from home

Promote best practice hygiene in the workplace –

- Display posters around your workplace that promote a clean and hygienic workplace
- Promote regular and thorough hand-washing by employees through informative posters and providing hand sanitiser in commonly used areas in the workplace

Have a company communication plan in place –

- Provide online resources and guides to employees that provide information on how to stay healthy and keep safe during a pandemic
- Hold briefing meetings with employees (in person or virtual) to ensure that all company communications are being heard and adhered to
- Send out regular company communications to ensure your employees are being kept up-to- date with any changes

Managing client meetings –

- Provide regular updates to clients with how your company is responding to the pandemic and who best to contact throughout this period
- Reduce in-person meetings with clients whenever possible; instead, set up conference/video calls with clients to ensure you are keeping up constant communication

While this guide is intended to inform employers about COVID-19 risks and preventative measures, the information in this document is general advice only. The advice within it may therefore not apply to your circumstances and is not intended to replace the advice of a professional.



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