



**CONSTRUCTION INDUSTRY DEVELOPMENT AUTHORITY
(CIDA)**



**OPERATIONAL GUIDELINES ON
PREPAREDNESS & RESPONSE FOR COVID – 19
OUTBREAK**

REOPENING of OFFICE ACTIVITIES

Starting Date – May 11, 2020

Objective

This document outlines the key measures to be taken at the workplace to prevent the spread of the virus and to keep the workplace safe.

**Possible
methods how
the Covid-19
virus spreads**

Droplets

The virus can be transmitted from person to person by breathing infected droplets. Droplets can be produced during coughing or sneezing or even exhales from an infected persons. These droplets can travel up to a distance of 01 meter.

Direct

Person to person transmission by direct contact with an infected person. The virus can enter the body through nose, mouth or eyes.

**Possible
methods how
the Covid-19
virus spreads**

Indirect

Further, when an infected person coughs or exhales, droplets of infected fluid may get released and contaminate nearby surfaces and objects such as desks, tables or telephones. An uninfected person may contract the virus by touching these surfaces and touching their eyes, nose or mouth.

**Be aware of
who is more
at risk**

- Most persons infected with the virus develop mild symptoms and recover without any complications.
- Those with reduced immunity and people suffering from conditions such as diabetes, heart, liver and lung disease are more at risk.
- The risk also increases with advancing age and people over 40 years seem more vulnerable.

**For
employees
to promote
good hand
hygiene**

- Facilities provided for hand washing and sanitizing hand rub dispensers
- Ensure Cleaning hands with soap and water and thereafter with sanitizers before entering the office premises.
- Ensure that water and soap are freely available at all times and hand rub dispenser are regularly refilled.
- Correct hand washing techniques displayed by posters at the entrance and corridors
- Additional optional measures are to have a foot bath (with 0.1% Sodium hypochlorite solution) at the entrance.

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**Entering the
office
premises**

- Check the temperatures of all staff at the time of entrance to the office premises and any person recording a temperature above 98.4 F or 37 C should be re-checked after 10 – 15 of rest and if positive second time send him/her back.
- It will be compulsory for all employees and visitors to wear face masks properly.

**Maintaining the
Cleanliness and
the Hygiene of
the Office
Premises**

- Doors to be kept open (eg. non air-conditioned areas) as much as possible to minimize the necessity to touch the door handles.
- In air-conditioned areas open the doors with your elbow or body by pushing. (This will minimize the contact of door handles where you need to push to open, it is advisable to use a paper tissue to pull a door handle to open)
- Ensure regular disinfection of surfaces (eg. tables and glass) and objects (eg. door handles and railings, shared telephones, keyboards, arm rests) with a suitable disinfectant several times a day.

Maintaining the Cleanliness and the Hygiene of the Office Premises

- Maintain regular housekeeping practices, including routine wiping / cleaning and disinfecting of surfaces, equipment and other items in the work environment.
- Cleaning floors by damp dusting/ wet mopping or washing with soap and water or general purpose detergent

Access to staff and working arrangements

- Maximum of 1/3 of the staff of each division will be permitted to come based on the pre-planned weekly roster.
- The staff should ensure to maintain at least one meter gap when seated in office.
- Heads of Divisions are responsible and ensure that work is carried out smoothly by each division and will be responsible for assigning work from home whenever possible.
- Heads of Divisions are responsible to monitor the progress of the work carried out by staff who work from home.

**Access to
staff and
working
arrangements**

- All staff who are allowed to come to office for duty should sign the attendance register.
- In maintaining hygiene in this situation, it is recommended that each staff member would provide themselves with the necessities as required. (eg: drinking cup/spoons/plates) . Please refrain from sharing drinking cups as it is a major mode of carrier.
- Staff should be encouraged to bring their food and water.

**When
leaving the
Office**

- All staff who have reported for duty must sign the attendance register when leaving office.
- All staff should clean their hands with soap and water and thereafter with sanitizers before entering the office premises.

When leaving home

- Before leaving home take a good wash preferably a bath.
- Ensure that you wear a face mask before leaving the house.
- Ensure that you maintain the one meter distance in public places.

**On returning
home from
office**

- Before entering the home wash your hands with soap and water thoroughly.
- Remove your shoes outside and wash the sole. Once its dry you may take it inside the house.
- Remove your cloths and wash them outside the house.
- Sanitize your belongings before taking them inside the house. (eg. Mobile phone, wrist watch, purse, spectacles etc.)
- Take a bath before entering the house.

**Special
measure that
should be
taken in case
of detecting a
suspected
case at the
workplace**

- In the event of detecting a suspected case in the workplace, necessary action should be taken to transfer the worker to the nearest government hospital by ambulance.
- Suwasariya ambulance service can be obtained by dialing 1990.
- The suspected worker should wear a mask and kept in isolation and all relevant precautions mentioned above should be taken to limit the spread of the disease until the person is transferred to the hospital.
- An isolation room needs to be arranged in the workplace in advance.
- In the event of the suspected case becoming positive, MOH in the area needs to be kept informed.

Conclusion

This document will not only enable the prevention / control of the spread of the infection but will also prevent panic situations in the event of detecting a suspected case.