

# WORK PLACE ADVISORY ON COVID-19

It is known that World Health Organisation has declared the Corona Virus disease 2019 (COVID-19) as a Public Health Emergency of International Concern. It is also spreading to several countries around the world. It is a fact that till date there is no vaccine available for the disease. So prevention is the best option to be adhered to in both workplace and community.

## Attention Please:

- Ensure your workplace is clean & hygienic
  - Surfaces & objects such as desks & tables, telephones, keyboards need to be cleaned with disinfectants.
- Promote regular & thorough hand washing by employees.
  - Ensure availability of soap and water near the washing areas.
  - Ensure availability of running water as frequent hand washing kills the virus and prevents spread of COVID-19.
  - Display posters promoting steps of hand washing in toilets and washing areas.
- Promote good respiratory hygiene in work place
  - Display posters promoting respiratory hygiene like coughing and sneezing into handkerchiefs and tissue paper.
  - Ensure availability of tissue paper and closed bins for hygienic disposal.
  - Avoid touching mouth, nose and eyes frequently.
- Advise employees to stay at home whenever they develop flu like symptoms.
- Avoid hand –shakes.
- Avoid conducting large gatherings.
- Avoid unnecessary travel.
- Donot use biometric attendance machine for the time being.

## SIX STEPS TO PROPER HANDWASHING

Wash hands for atleast 20 secs



**Let us Be Aware & Contain the spread of  
Corona Virus Infections**

**Health & Family Welfare Department, Govt of Odisha**