



# Instructions for Working from Home

## Regarding COVID-19

By the Department of Disease Control  
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### Principles

- Working from home must not affect the mission of the office and the provision of services to the public.
- Working from home must be considered under the principle of social distancing and the preventive measures that take into account the health and safety of the people by reducing the risk of the spread of pathogens in the workplace or during transit to the workplace.
- For setting guidelines on working from home, staff should be flexible and the situation must be suitable.

### Workers

1. Prepare proper devices and ensure access to the information and communication systems for working off-site.
2. Perform duties in accordance with assigned roles and responsibilities using information and communication technology
3. Implement self-monitoring, report own health conditions according to the system set by the organization. If you find yourself or a family member with symptoms such as fever accompanied by cough, runny nose, sore throat, or shortness of breath, seek medical attention immediately.
4. Regularly clean houses, residences, equipment, and frequently touched objects and surfaces such as handrails, door knobs in bathroom/toilets, use detergent and water, and use disinfectant containing a solution of sodium hypochlorite (0.5% bleach) or ethanol (70% alcohol)
5. Maintain personal hygiene including frequently washing hands with soap and water or alcohol gel, and avoid unnecessarily touching nose, mouth and eyes.
6. Do not share personal belongings with other people, i.e. towels, glasses, handkerchiefs, spoons and forks since the virus of respiratory disease can be transmitted through contact of secretions from infected people.
7. Refrain from unnecessarily leaving the residence in order to reduce the risk of contact with the virus.
8. If it is necessary to meet with people, please wear a surgical mask or cloth mask and keep a distance of at least 1-2 meters away from other people.

### Supervisor

1. Determine the measures, clarify the guidelines and set the period for off-site working. The measures should be based on social distancing conditions and disease prevention and control measures.
2. Prepare the devices to facilitate working e.g. information technology system, video conference and reduction of normal work procedures.
3. Organize a system or assign a responsible person to use information and communication technology to monitor the health of the workers.



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4. Increase awareness for workers about the risk of contamination in the environment. The most important thing is protecting yourself and others, such as wearing a mask or cloth mask, washing hands regularly, staying a distance of 1-2 meters away from others or as far as possible.
5. Provide floor cleaning on the premises and equipment at commonly contacted areas such as handrails, bathroom door knobs with detergent mixed with water, water with bleach, or liquid cleanser containing 0.5% sodium hypochlorite or 70% alcohol. While cleaning, the doors/windows should be open to provide ventilation.
6. Arrange for screening of fever, cough, sore throat and runny nose for employees and all outsiders who come in contact at the workplaces, upon returning to work