

# Recommendations for Working Spaces and Organizations

On 30 January 2020

## For organization owners

- Manager should provide knowledge, advice, or provide public relations media to prevent the spread of infection among staff in restaurants such as a flyers about "Avoid eating uncooked food, use serving spoons, wash your hands," how to perform proper handwashing and how to wear a mask, etc.
- Provide soap, hand sanitizer, or alcohol gel. A place for washing hands and available masks should be arranged within an area of the organization or working space such as the entrance door for the workers.
- Prepare first aid points and provide simple treatment by isolating the patient first, then referring them to a hospital.
- Increase awareness among the workers and cleaning staff about the risks of contamination of the agent by addressing the importance of self-protection, such as wearing a mask and gloves while working. Cleaning frequently used items such as a working desks, computers, laptops, or electronic devices, and cleaning equipment is important as well.
- Managers should persuade them to sanitize their hands by washing hands before and after making contact with equipment that has a large amount of regular exposure or is used together.
- Set a regular schedule for cleaning the equipment, utensils, or areas, where there is a large amount of regular exposure such as working desks, computers, laptops or electronic devices, and door handles of the toilet with detergent or disinfection and 70% alcohol solution at least two times per day.
- Be careful when collecting waste like used toilet paper or tissues, that may be contaminated with nasal discharge or saliva. Wearing gloves or using long, steel handles to collect contaminated waste is important to prevent infection. Before throwing away contaminated waste, the bag should be tightly closed and hands should be cleaned after to prevent residues of germs.
- For a large organization with many staff, a screening protocol should be implemented before work begins. If the staff is sick, they should consider returning home to prevent the spread of disease in the organization. If they have a severe illness, they should seek medical treatment with a doctor immediately.
- In case the organization provides a shuttle bus, it should clean, especially on surfaces that are frequently touched by passengers such as bus handrails, door handles, seat cushions and armrests. It is recommended to use detergent and 70% alcohol solutions to clean the touched surfaces.
- If many patients are found, the organization/committee should temporary close by postponing or temporarily canceling the production lines that found patients, and sending them home to prevent the spread of disease in the organization.

## Recommendations for organization staff

- Before working, you should prepare a hygiene mask and alcohol gel.
- If you are suspected to have the infection, please consider taking a leave of absence, However, if it is impossible, please wear a mask.
- Observe the symptoms of staff in the organization. If they are suspected to have the infection, please inform the first aid room to provide a mask to the staff or advise them to wear a mask.