

# COVID-19: WHAT EVERY WORKPLACE SHOULD DO



## HEALTH RISK ASSESSMENT

A risk assessment should be conducted as required by the “Consolidated Directions on Occupational Health and Safety Measures in certain workplaces” to assess the RISK of EXPOSURE to COVID-19, and must be communicated to all workers. The risk rating for each work task or situation should be determined, and applicable control measures implemented according to the risk rating.

### LOW RISK

This may include office based/ administrative tasks that do not involve contact with COVID-19 patients

Minimal occupational contact with co-workers or the general public

### MEDIUM RISK

Employees that travel locally and internationally

Employees that have frequent and/or close contact with customers or the general public, which may include people that may be infected

### HIGH / VERY HIGH RISK

Persons who were in close contact with a COVID-19 patient, or persons caring for COVID-19 patients.

- Healthcare workers
- Laboratory personnel
- Medical transport workers
- Morgue or mortuary workers

## IMPLEMENT SUITABLE CONTROL MEASURES

### LOW RISK

Basic preventative measures:

- Frequent hand hygiene
- Avoid touching eyes, face and mouth
- Practice respiratory hygiene
- Wear a cloth mask or suitable face covering when sharing common areas with other people
- Maintain social distancing

Information and training to employees, including regular updates on new developments, e.g. vaccine roll-out programmes

Adherence to precautions and procedures

PPE as informed by risk assessment

### MEDIUM RISK

Low risk control measures, as well as:

Install physical barriers where possible, such as glass/clear plastic guards or windows, e.g. at reception counters

No employees or visitors / customers should be allowed on the premises if not wearing a cloth mask / suitable face covering

Replace face-to-face meetings with virtual communication where possible

Encourage ill employees to stay at home

PPE may be required, but will vary by work task, as determined by the risk assessment

### HIGH / VERY HIGH RISK

Medium risk control measures, as well as:

Increased ventilation rates, and high efficiency air filters in the ventilation system

PPE appropriate for work task as determined by the risk assessment, and may include gloves, a gown, a face shield or goggles, and a face mask or respirator

Procedures for handling and disposal of infectious waste

Refer to control measures specified in industry-specific fact sheets

Please refer to general and industry-specific fact sheets at <http://www.nioh.ac.za/covid-19/> for more information

NIOH COVID-19 Workplace Hotline: 0800 21 21 75

NICD COVID-19 National Hotline: 080 002 9999

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