

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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