

Guide For Companies and Workplaces

The necessary precautions to prevent COVID-19 infection in companies and workplaces

<https://corona.moh.gov.jo/en/page/1042/Guide%20For%20Comapnies%20and%20Workplaces>

The Employers:

- Encourage and urge employees to follow general precautions, including cleaning hands regularly with an alcohol-based hand rub, or wash them with soap and water for at least twenty seconds; maintaining at least 1 meter distance from anyone who is coughing or sneezing; avoiding touching eyes, nose and mouth; making sure to cover mouth and nose with your bent elbow or a tissue when coughing or sneezing, then disposing the used tissue immediately; and avoiding handshaking and kissing in conferences. Avoiding such behaviors can greatly reduce the risk of getting the virus infection and its spread, and will help maintain public safety.
- Create and circulate internal brochures related to public safety precautions, and ensure that these brochures are distributed at the entrances, meeting rooms, toilets and in frequently used workplaces.
- Provide employees with tissues and rubbish bins that open without touching them by hands.

- Provide employees with soap, water hand sanitizer, and ensure that they are available at all times; hand sanitizers can be placed in meeting places to encourage staff to use them. In addition to providing disinfectant wipes for employees so they can use them to clean different surfaces before using them.

- Ensure all surfaces in the work environment are cleaned, such as door knobs, offices, etc., using appropriate cleaning supplies after reading instructions for use and approving their use by the cleaning crew.

- Adhere to healthy ventilation in offices and meeting rooms, and be conscious of the capacity of available spaces to ensure that there is no overcrowding.

- Granting leave to employees who have any symptoms in the respiratory system, whether when they come to their workplaces, or if they appear during working hours, these employees should go to their homes immediately and not return to work until 24 hours after the fever has disappeared and none of its symptoms or other symptoms have appeared (without taking any medication that can prevent the appearance of symptoms, including fever-reducing medications).

- Ensure the flexibility of sick leave policies and explain them to employees.

- Employees with respiratory infections should not be required to submit a medical report to accept their leave or sick leave.

- Flexibility to allow employees to stay in their homes if they are responsible for

caring for a patient of COVID-19.

- Consider the ages of the employees and their health conditions, as the elderly and those with chronic diseases are more susceptible to infection with severe cases of COVID-19 if they are affected.
- Create an appropriate and flexible plan that compensates employees for absenteeism and deals with this positively, and directors should guarantee at least the essential operations can continue, even if more than the expected numbers of employees are absent.
- Postpone meetings and events as much as possible, and try to replace them with online conferences and emails.
- Sterilize hands before and after using the elevator button, and stop using the handprint system to sign in.
- Share all procedures with employees, and clarify the human resource policies, including the flexibility of leave policies.
- Examine the possibility of formulating policies and practices, such as flexible working hours, or flexible work sites, such as working from home or remotely, to reduce employee confusion, and having to expatriate employees from others. Encourage employees and officials with symptoms to work from home until the symptoms disappear completely, Ensure that all technological requirements and

infrastructure are in place to support group work by employees working from the home at the same time.

- Create a method to convey information to employees and business partners about the company's plans to respond to an outbreak of infectious diseases, and up-to-date information about the COVID-19, taking into account the anticipation of widespread anxiety, fear, rumors, and misinformation about the virus, and plan accordingly.

The Employees:

- Follow the general precautions including: cleaning hands regularly with an alcohol-based hand rub or wash them with soap and water for at least twenty seconds; maintaining at least 1 meter distance from anyone who is coughing or sneezing; avoiding touching eyes, nose and mouth; making sure to cover your mouth and nose with your bent elbow or tissue when cough or sneeze, then disposing the used tissue immediately; and avoid handshaking and kissing in conferences. Avoiding such behaviors can greatly reduce the risk of virus infection and its spread and maintain public safety.

- Feel free and do not hesitate to ask for leave in case of suspected infection with COVID-19 or when feeling tired and sick.

- Cooperate with employers in applying precautionary precautions to reduce the spread of COVID-19 to ensure business continuity and sustainability where possible.

- Ensure you clean all surfaces in the work environment with sterilizer wet wipes before using them.
- Commit to the precautionary precautions when planning business trips (in case currently suspended flights resume).
- Inform the administration of any respiratory symptoms among one or more coworkers.