

## **Covid-19 Management at Community Infrastructure Sites & Offices**

### **How Covid-19 can spread at the workplace**

- When someone who has Covid-19 coughs or exhales, they release droplets of infected fluid that can fall nearby surfaces and objects such as desks, tables, files or telephones
- Employees could get Covid-19 when they get in touch with contaminated surfaces or objects and then touching their eyes, nose or mouth
- If standing within 1 metre of a person with Covid-19, one may contract it by breathing in droplets coughed out or exhaled. (WHO)

### **Most common symptoms of Covid 19 to look out for at the workplace**

- Dry cough, fever and tiredness
- Most people infected with Covid-19 experience mild symptoms and recover but others require hospitalisation
- Risks of serious Covid-19 increases with age ( +40) and weakened immune systems such as diabetes and heart disease.

### **Covid-19 Mitigation activities at UNOPS Offices**

- Clean and Hygienic surfaces (Shall be wiped with disinfectant regularly) taps, door handles, photocopiers,
- Promote regular and thorough handwashing by employees and visitors
- Place sanitisers around the workplace
- Remove or disable entry systems that require skin contact
- Passengers in vehicles must also practice social distancing and people in the vehicle must be 3, including the driver

### **Covid-19 Management at UNOPS Construction Sites**

- Reduce the number of people in attendance at site inductions and they shall be held outdoors wherever possible, also 2m social distancing
- Drivers who deliver goods must wash or clean their hands before unloading goods and materials.
- Staggering of working times so that the construction site is not congested shall be done
- Practice ways to say hello without touching
- Encourage regular handwashing
- Provide hotline number that participants can call for advice and information
- Arrange seats so that participants at meetings are at least 2 metres apart

- Check temperatures on entry and temperature shall be recorded on a temperature record sheet. All visitors shall also get their temperature checked.
- Display posters promoting hand washing and respiratory hygiene (Hand washing kills virus on hands)
- The above shall be used in combination with guidance from H & S officers, briefings at meetings and bulk sms
- Ensure face masks are available and properly worn at the workplace
- No one shall dispose their mask at the workplace so that medical waste is not handled at the office
- Work shall be arranged such that workers are at least 1 metre apart
- Tools shall not be shared and will be cleaned before use
- Community workers shall sign on time-sheets only after washing hands with running water and soap or after sanitising hands.
- Portable toilets shall be cleaned at least twice a day with a disinfectant

### **Key Covid-19 Considerations before meetings**

- Check advice from local authorities on where you want to hold meeting
- Agree on a preparedness plan to prevent infection at meeting event
- Could the meeting be scaled down so that fewer people attend?
- Pre-order sufficient supplies including hand sanitisers/hand wash facilities, have face masks for those who come without
- Actively monitor Covid-19 cases in the district and advice participants that if they have symptoms or are not feeling well they should not attend

### **Response plan**

1. Identify room or area where someone who is feeling unwell can be safely isolated
2. How can they be transferred from there to a healthy facility
3. Know what to do if a meeting participant/service provider, tests positive soon after the meeting

Please note that a detailed response plan is attached on the page below;

## Confirmed or Presumptive Covid-19 Response Plan

As the number of confirmed positive cases continue to rise in Zimbabwe, a community worker testing positive for Covid-19 is a potential reality. The risks increase with construction workers because work can not be done from home. Community workers may report to work sick, become sick at work and show Covid-19 symptoms. Should this happen, take the following guidelines into consideration;

**Table 1 ; Confirmed or presumptive Covid-19 Diagnosis in the workplace**

Stage 1	❖ Designate someone to handle interactions with sick workers ahead of time
Stage 2	❖ Isolate the worker and ask how he/she is feeling and describe their symptoms
Stage 3	❖ If the worker describes having any of WHO listed symptoms of Covid-19 e.g cough, fever, difficulty breathing, exhaustion,
Stage 4	❖ Send the employee with a confirmed or presumptive case of Covid-19 home if they are at work, or have them stay at home if they are not at work
Stage 5	❖ Notify the Village Health Worker immediately and also project manager
Stage 6	❖ Provide the affected worker with information on sick leave and other applicable benefits
Stage 7	❖ Ensure that the affected worker has a point of contact with whom they should communicate any updates and developments
Stage 8	❖ Clean and disinfect the affected person's workspace as soon as possible
Stage 9	❖ Ask the affected worker to provide a list of other workers with whom he came into close contact with over the previous 14 days. Close contact implies <ul style="list-style-type: none"> <li>★ Being coughed at by someone with Covid-19</li> <li>★ someone who has had face-to-face contact for more than 15 minutes with someone known to have Covid-19</li> <li>★ shared a close space or more than 2 hours with someone known to have Covid-19 while that person may have been infectious, including in the 48 hours before symptoms started.</li> </ul>
Stage 10	❖ Communicate the direct exposure to other employees who were in close contact with the affected person and also inform other third parties
Stage 11	❖ Send home any individuals who were in close contact with the affected employees
If an employee self-reports exposure. Treat this as presumptive Covid-19 Exposure	❖ Direct the worker to self quarantine