

Workplace guidelines and measures to prevent the transmission of COVID-19

As an employer, you have a responsibility to protect the health and safety of everyone in your workplace. This applies to all businesses that continue to operate under the impacts of the coronavirus. Health and safety law requires employers to do 'what is reasonably practicable' to protect their staff and members of the public.

Employers are advised to follow some simple steps to help protect the health and safety of their workers.

Best practice workplace measures

Businesses and workplaces should:

- ✓ Encourage employees to **work at home**, wherever possible
- ✓ Follow strict social distancing recommendations – keeping staff **2 metres apart**, wherever possible
- ✓ Send home anyone who becomes unwell in the workplace with a **new, continuous cough** or a **high temperature**, and advise them to follow the advice to **stay at home**
- ✓ Remind employees to **wash their hands** more frequently, for **20 seconds**, and catch coughs and sneezes in tissues or in the crook of their elbow
- ✓ Frequently **clean and disinfect objects** in contact with customers using standard cleaning products
- ✓ Strongly advise and support employees from defined **vulnerable groups** (i.e. those with underlying health conditions) to stay at home and work from there if possible.

COVID-19

Other protective measures may include:

- ✓ Reducing the number of workers on-site at any one time
- ✓ Relocating workers to other tasks
- ✓ Redesigning processes to enable social distancing
- ✓ Using technology such as teleconferencing instead of face-to-face meetings
- ✓ Adjusting workflow or production line speeds.

Employers are also advised to **review the level of risk frequently and consult with all employees** on health and safety issues. This does not need to be complicated; you can do this by simply listening and talking to your staff. Your employees are often the best placed people to understand the risks in the workplace.

As an employer, you should complete a risk assessment to spot potential hazards and make any changes possible to reduce the risks to health. You should regularly review your risk assessment to make sure it still meets all requirements and complies with health and safety law.

REMEMBER!

Keep safe while working and carefully follow the strict social distancing measures



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This material has been funded by UK aid from the UK government; however, the views expressed do not necessarily reflect the UK government's official policies.