



Republic of Botswana  
MINISTRY OF HEALTH & WELLNESS

# INFECTION PREVENTION AND CONTROL MEASURES IN WORKPLACES GUIDE



**Vision:** A Healthy Nation by 2023.

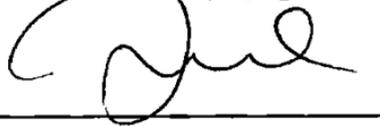
**Values:** Customer Focus, Botho, Timeliness, Equity, Teamwork, Accountability.

## Foreword

On January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization (WHO) declared the Severe Acute Respiratory Syndrome due to novel coronavirus (SARS CoV-2) outbreak a "Public Health Emergency of International Concern" (PHEIC) and the WHO declared the outbreak of Coronavirus Disease (COVID-19) a pandemic on 12<sup>th</sup> March 2020.

Botswana announced the first positive case in the country on 30<sup>th</sup> March and the first death the following day on 31<sup>st</sup> March 2020. This document serves to aid workplaces as they prepare themselves to screen individuals for COVID-19 as well as outlining how to handle suspected and confirmed cases.

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Director of Health Services

Ministry of Health and Wellness

# 1 Infection Prevention and Control Measures In Workplaces

This document gives advice on:

- Simple ways to prevent the spread of COVID-19 in your workplace
- How to manage COVID-19 risks when organizing meetings and events
- Precautionary measures to consider when employees travel
- Getting your workplace ready in case COVID-19 arrives in your community.

## 2. RESPONSIBILITY

- All workplaces should have Safety Health and Environment officer to oversee the implementation of these measures.

## Simple Ways to Prevent the Spread of COVID-19 in Your Workplace

## 3. SCREENING AND TRIAGING

- Workplaces should have a screening stations to check temperatures for employees, contractors and customers.
- Workplace should have a temporary holding room for isolating those employees and customers having flu like symptoms, high temperature of >37.5 and seek medical assistance at the call centre **16649**.
- Daily registration of all students, staff and visitors
- Registers to be sent to command center

## 4. CLEANING AND SANITIZING

- Make sure workplaces are cleaned and sanitized on regular basis using detergents and chlorine based disinfectants.
- Cleaning staff should wear appropriate PPE (face mask, plastic apron, heavy duty gloves, disposable gloves, face shield or goggles)
- Surfaces that are frequently touched such as desks, tables, lifts, door handles, and stair rails, and shared objects (e.g. telephones, keyboards, pens, remote controllers, ATM machines, swiping machines and computers) need to be wiped with disinfectant regularly because contamination on surfaces touched by employees and customers is one of the main ways that COVID-19 spreads.
- Restrooms should be cleaned and sanitized frequently.

## 5. HAND HYGIENE

- Promote regular and thorough hand-washing by employees, contractors, and customers
- Ensure access and availability of hand washing facilities and soap in the entrances, exits points of the buildings and restrooms.
- Put sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled.
- Display posters promoting hand-washing

## 6. RESPIRATORY HYGIENE

- Display posters promoting cough etiquette; cover your mouth and nose using a tissue when you cough or sneeze or use a flexed elbow and dispose the tissue after use.
- Employees and customers should wear face masks.
- Ensure that face masks or paper tissues are available at your workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them.
- Employees, contractors, and customers with flu like symptoms should stay home

- Workplace should have a temporary holding room for isolating those employees and customers developing flu like symptoms and they should seek medical assistance.
- Keep windows and doors open.
- Display posters with these message in your workplaces. Combine this with other communication channels commonly used in your organization or business

## 7. SOCIAL DISTANCING

- Employers should limit the number of customers they serve at a time to maintain a 1-2 metre social distance.
- Where possible use screens or barriers to increase the space between employees and customers.
- Employees sharing offices should maintain 1-2 metre distance.

## 8 Key Considerations To Prevent Or Reduce Covid-19 Risks When Organizing Meeting And Events

- Limit face-to-face meeting or event and use other platforms like teleconference or online event.
- If other platforms are not possible reduce number participants and maintain 1-2 metre social distancing meeting, use of face masks.
- Participants with flu like symptoms should not attend face to face meetings.
- All organizers, participants, caterers, and visitors at the event or meeting should provide contact details: mobile telephone number, email, and address where they are staying.
- Provide information or a briefing, preferably both orally and in writing, on COVID-19 and the measures that organizers are taking to make this event safe for participants. Keep the register for a month.
- Encourage regular hand-washing or use of an alcohol rub by all participants at the meeting or event.

- Encourage participants to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins for disposal.
- Display dispensers of alcohol-based hand rub prominently around the venue.
- Open windows and doors whenever possible to make sure the venue is well ventilated.
- If anyone who starts to feel unwell, isolate the person in a temporary holding room and seek medical assistance.

## 9 Precautionary measures to consider when employees travel

### Before traveling

- Advise employees and contractors to suspend international travelling.
- Encourage employees to wash their hands regularly and maintain at least 1 m when travelling.
- Ensure employees know what to do and whom to contact if they feel ill while traveling.

### After traveling:

- Employees who have returned from an area where COVID-19 is spreading should contact health authorities for mandatory screen quarantine.

## 10. Getting your workplace ready in case COVID-19 arrives in your community

- If someone becomes ill with suspected COVID-19 isolate the person in a separate room, limiting the number of people who have contact with the sick person, and contacting the local health authorities.
- The plan will help prepare your organization for the possibility of an outbreak of COVID19 in its workplaces or community. It may also be valid for other health emergencies.

## 11 Cleaning and disinfecting for workplace that a suspected or confirmed covid-19 may have visited

- Close the workplace.
- Open doors and windows to increase air circulation in the area.
- Clean and disinfect under supervision of the Environmental Health Practitioners or Infection Prevention and Control officer.
- Disinfect with 0.5% sodium hypochlorite disinfectants.
- Clean and disinfect all areas visited by a confirmed covid-19 case, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines etc.
- Once the area has been appropriately disinfected, it should be opened for use immediately.
- Workers without close contact with a confirmed covid-19 case can return to work immediately after disinfection.
- Workers with close contact should resume work after testing negative to covid-19.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and sanitizing. This refers to everyday practices that businesses and communities normally use to maintain a healthy environment.

## 12 Reference

<https://www.who.int/who-documents-detail/getting-your-workplace-ready-for-covid-19-how-covid-19-spreads>