

Public safety recommendations for resuming work

Universally valid precautions

Objectives

- Reducing the spread of SARS-COV-2 virus infection
- Reducing the occurrence of new infections
- Protect vulnerable populations at risk of developing severe forms of acute respiratory syndrome with the new coronavirus (COVID-19)

All population categories

- Maintain a social distance of at least 1.5 metres in all public areas;
- Maintain rigorous hand hygiene, with soap and water, for at least 20 seconds, or with alcohol-based disinfectants (minimum 60%) (e.g. disinfectant wet wipes or alcohol-based solution/gel), whenever necessary
- Avoid touching the face with unwashed/undisinfected hands
- Maintaining respiratory hygiene: coughing and/or sneezing (use your elbow or a disposable tissue), runny nose (use a disposable tissue). After use, the disposable tissue will be thrown into the waste collection container and immediate hand hygiene will be performed.
- Isolation at home in the event of respiratory symptoms (cough, runny nose) or, altered general condition, fever
- Correct use of masks (medical/non-medical) covering both the mouth and the nose, on the premises, in the presence of other persons and anywhere where physical distance cannot be maintained (minimum 1.5m);
- Limiting contact with other people to a maximum of 15 minutes, at a distance of not less than 1.5m;
- Avoiding/limiting participation in large groups where people do not already live together;
- Avoiding public spaces (indoors and/or outdoors) with more than 10 persons, where physical distance cannot be maintained;

Vulnerable population

- Continuing to limit non-essential travel;
- Avoiding gatherings in both outdoor and indoor spaces;
- Limiting contact with family members who resume work at work and/or intensify out-of-home travel to the maximum possible time.

Employers

- Continuing to work remotely whenever possible;
- Organising the return to work, depending on the characteristics of the local epidemiological studies;
- Adapting work schedules to avoid incoming/outbound congestion and to limit the number of employees present at the same time on the premises;
- Organisation of the observational check at the entrance to the premises;
- Creating specially designed spaces for employees belonging to vulnerable groups (chronic illness, people over 65 years of age);
- Ensuring disinfection of surfaces at the start of the service and then every 4 hours;
- Granting staggered lunch breaks, respecting the social distance of at least 1.5m;
- Periodic ventilation of rooms;

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- In the case of air-conditioned rooms, once a week, preferably at the end of the week, a spray-disinfection of the room and disinfection of the air conditioner according to the manufacturer's instructions outside working hours.
- Apply special measures If an employee is suspect/confirmed with COVID-19
- Employees with respiratory symptoms (cough, stale, runny nose) and/or fever above than 37.3°C and/or generally altered condition during working hours will be immediately isolated from the rest of their colleagues and sent home.
- In the vast majority of cases there is no need to close offices/buildings;
- If the period of time during since the employee/person with a suspected/confirmed case was in the building less than 7 days ago:
 - Close all rooms in which they have spent a long time (over 20 min.)
 - Before closing, ensure the mechanical ventilation of the space (by opening a window)
 - In order to limit the exposure of cleaning personnel to respiratory particles, cleaning and disinfection shall be postponed for 24 hours. If compliance with this interval is not possible, cleaning will be postponed as long as possible;
- If it has been more than 7 days since the suspect/confirmed employee/person was on the premises:
 - No additional cleaning/disinfection is required; routine cleaning and disinfection measures shall be maintained;
- Inform persons with whom the suspect/confirmed person has come into prolonged contact (more than 20 min, at a distance of less than 1.5 m and without a mask). For these people, isolation at home is required for 14 days, with monitoring of signs and symptoms of respiratory infection.