

## SAFE GUIDANCE FOR REOPENING WORKPLACES

With the rapid spread of the novel coronavirus and the disease it caused, COVID-19, many businesses and industries had to shut down during widespread stay-at-home orders. As countries begin the slow process of reopening, there are still several questions around how to do so. Guidance is emerging around two key focal points for safely reopening workplaces: the location-workplace and the workforce.

### LOCATION-WORKPLACE BASED GUIDANCE



#### Update workplace to reduce COVID-19 exposure between workers

- Spread out and/or install plastic barriers between workstations
- Reduce contact between different parts of the business
- Use directional signage to control employee flow and minimize employees facing each other



#### Limit the amount of workers in any space

- Consider bringing workers back in shifts
- Stagger breaks and avoid large groups in common rooms
- Regulate who can enter facilities



#### Frequently clean/disinfect work surfaces and touch points

- Commonly touched areas include doorknobs, counters and shared equipment
- Break rooms, bathrooms and other frequently used spaces
- Workstations and kitchen appliances

### WORKFORCE BASED GUIDANCE



#### If sick, stay home:

If workers feel sick, have a fever, or are exhibiting any symptoms of COVID-19, they should stay home



#### Prioritize hand hygiene:

Have employees wash hands with soap and water for 20 seconds or use an alcohol-based ( $\geq 60\%$ ) hand sanitizer



#### Promote respiratory hygiene:

Have employees cough or sneeze into bent elbow or tissue then immediately dispose of the tissue



#### Practice social distancing:

Keep at least **2** meters or **6** feet of distance between employees



#### Equip workers:

Provide proper PPE to workers as needed, including masks, gloves, gowns and protective clothing



#### Avoid Public Transport:

Promote personal travel to/from work (e.g. biking, walking, driving or riding by car alone or with household members)

**Please Note:** Given the novelty of this coronavirus, recommendations from the source references are interim and advisory in nature and are based on current knowledge of the situation. Always ensure compliance with your local public health authorities regulations surrounding conservation, usage, and selection guidance of PPE to combat the COVID-19 pandemic.

Based on 1. Guidance from the European Agency for Safety and Health at Work found at [https://oshwiki.eu/wiki/COVID-19:\\_guidance\\_for\\_the\\_workplace](https://oshwiki.eu/wiki/COVID-19:_guidance_for_the_workplace). Accessed May 28, 2020.  
2. CDC COVID-19 Employee Information for Office Buildings. <https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html>. Accessed May 28, 2020.

➔ **For more information on infection prevention and control of COVID-19, please visit:**  
[www.ansell.com/us/en/the-new-coronavirus](http://www.ansell.com/us/en/the-new-coronavirus)

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Risk of exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may depend in part on the industry type and need for contact within 6 feet/2 meters of individuals known to have, or suspected of having, COVID-19. OSHA has divided job tasks into four risk exposure levels, as shown below. Most workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels. PPE should be selected based on the results of an Exposure Risk Assessment and workers specific job duties. Always refer to and follow local health department regulations and business guidelines.

[Click here to learn more](#) about [OSHA Guidance on Preparing Workplaces for COVID-19](#).

Exposure Risk	Explanation	Workplace Controls	PPE Recommendations
<b>Very High</b>	<p>High potential for exposure to <b>known or suspected</b> sources of COVID-19 for caregivers in <b>direct contact</b> with positive persons.</p> <p>Examples: First responders, health care workers, lab personnel and morgue workers, etc.</p>	<p>Ensure facility policies and practices are in place to minimize exposure to respiratory droplets in direct contact and proximity to the suspected source due to person-to-person spread.</p>	<p>The following are recommended:</p> <ul style="list-style-type: none"> <li>• Perform hand hygiene</li> <li>• Gown/Protective clothing</li> <li>• Respirator (N95/P2/FFP2)</li> <li>• Eye protection/Face shield</li> <li>• Gloves</li> </ul> <p>The type of PPE is based on activity and health care worker (HCW) role.</p>
<b>High</b>	<p>High potential for exposure to <b>known or suspected</b> sources of COVID-19 for workers in <b>close contact and proximity</b> to positive individuals.</p> <p>Examples: Hospital staff entering patient rooms, medical transport workers, mortuary workers, etc.</p>	<p>Ensure facility policies and practices are in place to minimize exposure to respiratory droplets in close contact and proximity to the suspected source due to person-to-person spread.</p>	<p>The following are recommended:</p> <ul style="list-style-type: none"> <li>• Perform hand hygiene</li> <li>• Gown/Protective clothing</li> <li>• Mask/Respirator (N95/P2/FFP2)</li> <li>• Eye protection/Face shield</li> <li>• Gloves</li> </ul> <p>The type of PPE is based on activity and HCW worker role.</p>
<b>Medium</b>	<p>Require <b>frequent and/or close contact</b> (&lt;2 meters or &lt;6 feet of distance) with people who may be infected but <b>who are NOT known or suspected</b> COVID-19 patients.</p> <p>Examples: Customer Service representative in contact with the public, cashiers, servers and restaurant workers.</p>	<p>Install physical barriers, such as clear plastic sneeze guards where feasible. Post signage and procedures for employees and customers for necessary precautions for COVID-19.</p> <p>Follow workforce guidance above. Consider offering face masks to customers, minimize face-to-face contact, hand washing stations, pre-marked social distancing, etc. Train employees, on correct use of PPE, provide necessary supplies and resources.</p>	<p>Perform proper hand hygiene and consider any of the following:</p> <ul style="list-style-type: none"> <li>• Mask</li> <li>• Eye protection/Face shield</li> <li>• Gloves</li> </ul>
<b>Low</b>	<p><b>No contact with known or suspected sources</b> of COVID-19, nor frequent close contact (&lt;2 meters or &lt;6 feet of distance) with the general public.</p> <p>Examples: Healthcare workers providing only telemedicine services, long-distance truck drivers or delivery services.</p>	<p>Follow workforce guidance on page one for prevention practices.</p>	<ul style="list-style-type: none"> <li>• Proper hand hygiene</li> <li>• Non-medical mask</li> </ul>

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Follow local and regional guidance for use of face masks with face shield/eye protection as an acceptable alternative in some situations until the supply chain is restored.

Based on **1.** WHO Rational use of personal protective equipment for coronavirus disease 2019 (COVID-19) found on <https://apps.who.int/iris/bitstream/handle/10665/331215> **2.** Based on WHO-2019-nCov-IPCPE\_use-2020.1-eng.pdf?sequence=1&isAllowed=y. Accessed May 28, 2020. **3.** Hazard Recognition guidance from OSHA. [https://www.osha.gov/SLTC/covid-19/hazard-recognition.html#low\\_ris](https://www.osha.gov/SLTC/covid-19/hazard-recognition.html#low_ris). May 29, 2020. **4.** OSHA Guidance on Preparing Workplaces for COVID-19. <https://www.osha.gov/Publications/OSHA3990.pdf>. Accessed May 29, 2020.

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