

This document offers recommendations on how communities can reintegrate back into society following the relaxation of local quarantine measures. However, it is critical that you follow all guidelines issued by your national health authorities and governments to ensure you are complying with all local requirements. This document should only serve as supplemental considerations to further limit the spread of COVID-19 in our communities.

## Staying Safe at Home & Work

### Following relaxation of community quarantine measures

#### FOR ALL INDIVIDUALS

- ◆ Continue to **stay at home** as much as possible. Only leave your home to go to work (if required by your employer) or to buy essentials like groceries and other household items.  
  
For households that are active in the agriculture sector, your work is critical to maintaining the food supply for our communities and we value this tremendously. Please continue to practice safety measures as you go back to work.
- ◆ **Wear a disposable mask or cloth face covering in public** when it is not possible to maintain a minimum physical distance of 1.5 meters from others (for example, in grocery stores, clinics and pharmacies).  
  
Follow the AKDN guidance to use a mask properly.
- ◆ **Wash your hands with soap and warm water for at least 20 seconds** as often as you can.  
  
Do not touch your eyes, nose or mouth with unwashed hands.  
  
Wash your hands every time you return from outside, when you are taking care of someone who is sick, and when you have touched commonly used surfaces like those in the bathroom.  
  
Try to avoid touching exposed surfaces.
- ◆ **Do not cough into your hand.** Cover your mouth and nose with a tissue when you cough or sneeze. Throw the tissue out in a covered wastebasket and then wash your hands.
- ◆ **If you are returning to work, continue to follow preventive measures** to limit your exposure to COVID-19. **Avoid using public transit** to get to and from work, if possible.  
  
While at work, **limit the use of common spaces like kitchen areas and cafeterias** as much as possible. Carry your own dishes and cutlery for use in the workplace.  
  
**Avoid touching exposed surfaces**, such as those found in stairwells, elevators and bathrooms. Use a tissue or your sleeve to open and close doors.  
  
**Wash your hands with soap and warm water** as frequently as possible. This is especially important when you return home from work. Do not come in contact with any family members until you have washed your hands and changed out of your clothes.
- ◆ When you are outside, continue to **maintain a physical distance of 1.5 meters from others**.  
  
Do not make physical contact with others through handshakes or hugs.  
  
Do not plan events or participate in community gatherings that bring together large groups of people.  
  
Do not invite visitors into your home unless it is absolutely necessary (for example, to seek medical care).
- ◆ **Continue to keep the elderly or those who may be more vulnerable to COVID-19 at home.**  
  
Do not take them out for community gatherings and events, and do not invite family members who may not live with you to visit your home.  
  
Continue keeping grandchildren away from grandparents and others who may be more vulnerable, as this is going to be critical to protecting their health after community quarantine measures are relaxed.
- ◆ **Self-isolate if you feel sick.** Isolate yourself in your home for at least 14 days starting on the day you start to feel sick.  
  
Only leave your home to seek medical care if your symptoms progress rapidly and/or you develop severe symptoms, such as uncontrolled fever, difficulty breathing, persistent pressure/pain in the chest, bluish lips or face, and/or uncontrolled diarrhea and vomiting.

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# Staying Safe at Work

## Following relaxation of community quarantine measures

### FOR EMPLOYERS

◆ **Follow your government's guidance** on businesses that are required to open during the quarantine relaxation period.

◆ **Evaluate the configuration of your workspaces** to ensure there is a distance of at least 1.5 meters, if possible.

Limit the use of common spaces like kitchen areas and cafeterias. Discourage group gatherings in these areas and encourage employees to use their own dishes and cutlery.

Where possible, encourage employees to limit the use of elevators and other spaces where it may not be possible to maintain a proper physical distance.

Make sure your workplace is clean and hygienic at all times. All surfaces (for example, desks and tables) and objects (for example, telephones and keyboards) must be wiped with disinfectant regularly. This is especially important for shared spaces, such as cafeterias, kitchen areas and bathrooms, which should be cleaned regularly.

◆ **Encourage all employees, contractors and other individuals** entering your workspace to **wash their hands** regularly.

Make sure that people have easy access to places where they can wash their hands with soap and water.

**Display posters promoting hand-washing.** These should be easily available through your local public health authority or government. If this is not an option for you, please look at the World Health Organisation website ([www.WHO.int](http://www.WHO.int)) for templates and examples.

Make sure you **have an adequate supply of facial tissues, sanitizing wipes and/or hand sanitizers.** Consider placing hand sanitizers in all prominent places within your office.

◆ **Minimize the need for face-to-face meetings** and work-related travel (try to eliminate these altogether, if possible). If meetings and travel are required, follow all preventive measures noted above to limit the spread of COVID-19.

◆ **Assess if all your employees need to return** to the workplace immediately.

Consider allowing employees who can fulfill their job activities at home to do so. By limiting the number of people returning to the workplace, you will ensure the health and safety of those who have to be in the office to complete their work.

If you require all employees to come back into the workplace, consider implementing a rotation schedule (for example, shift work) to reduce the total number of people in your workplace at any given time.

Consider providing disposable masks/cloth face coverings and gloves to all employees coming back into the workplace.

◆ **Brief your employees about your plans to manage any new infections of COVID-19 in the workplace,** as well as your plans to respond to any secondary outbreaks in the community.

Provide clear guidance to employees about how they can notify their managers and/or the Human Resources department if they feel sick while at work.

Should an employee show symptoms of COVID-19, such as a fever (temperature of 37.8 or higher, depending on age) or a dry cough, make sure they stay home. Establish ways for employees to work from home while in self-isolation, if possible.

Depending on your country's health privacy laws, consider communicating about any new confirmed cases of COVID-19 with your employees, along with the actions you are taking to respond to the case, such as plans to sanitize the workspace.

Ensure your Human Resources (HR) policies have clear provisions for how work from home and time off needs will be handled.