



Preventative measures for returning staff

1. Respect the government's rules.
2. Set clear guidelines and communicate these beforehand to all members of staff that voluntarily want to return to work.
3. Post clear instructions about hygiene and social distancing.
4. Immediately send staff home at the first sign of illness.
5. Make sure that work stations are separated by at least 1.5 metres from each other.
6. Post instructions above all washbasins explaining how to wash your hands properly.
7. Make sure work stations are clean and hygienic.
8. Disinfect and clean vehicles when drivers change.
9. Make sure that only the most essential meetings take place physically and restrict the duration of these meetings as much as possible.

Social distancing means:

- Avoid physical contact (no handshakes and no kisses).
- Maintain a distance of at least 1.5 metres from each other.

Hygiene

- Point out the importance of washing your hands thoroughly and regularly and how to be strict in your hygiene when sneezing or coughing.

Reception

At the entrance to your premises, post clearly readable instructions about hygiene and social distancing. To this end, use the Mensura posters on hand hygiene, coughing and sneezing, and the coronavirus.

General government rules

Teleworking is required for all staff that can do so within all organisations that are not essential services, regardless of their size. If teleworking is not possible, the following preventative measures must be taken. If in doubt, contact Mensura for advice.

Clear guidelines

Inform all staff that only those in good health may return to work. Even a mild cough is sufficient reason to send an employee home. Include clear guidelines about hygiene and social distancing in this communication.

Sickness symptoms

Send an employee home immediately even when they only have a mild cough or somewhat higher body temperature (starting at 37.3 °C). N.B. as an employer, you are not permitted to measure your employees' temperature.

Work stations

Make sure that staff at their work stations are separated by at least 1.5 metres from each other in all directions.

Materials and surfaces must be disinfected regularly to prevent these from becoming infected. Give priority to handles, buttons, and shared materials, such as phones, keyboards, work materials, etc.

If an employee comes to work sick, their work station must be thoroughly disinfected.

Vehicles

Vehicles that are driven by multiple drivers must be cleaned and disinfected at every change of driver.

Hand washing instructions

Post clearly readable instructions about hand hygiene over each washbasin in your organisation. To this end, use the Mensura posters on hand hygiene. Make sure there is enough soap, hand alcohol, and paper towels.

Meetings

Cancel all non-essential meetings. The duration and number of participants in essential meetings must be limited as much as possible. During these meetings keep social distancing to at least 1.5 metres. After each essential meeting, air and clean the room thoroughly.

Ventilation and air quality

The coronavirus spreads mainly through the air. To prevent infections, it is therefore essential to ensure good air quality through adequate ventilation! You have good air quality when the CO₂ in the air is below 800 ppm.