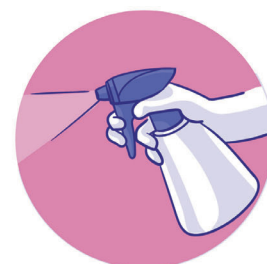
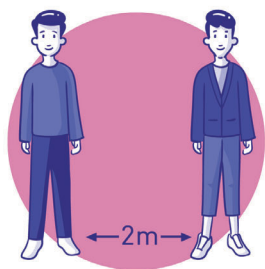


# Safety and Health at the Workplace in the context of COVID-19

## General Guidelines for the protection of employees in Businesses



### Introduction

The general guidelines concern employees working in all sectors of economic activities, except for the Healthcare Provision Sector.

These guidelines are supplementary and do not substitute the obligations imposed by the Quarantine Law and the relevant Orders that have been issued.

### Employees' Rights

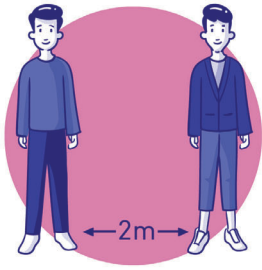
Employees have the right to be trained and kept informed by their employer about the risks related to COVID-19 and about the necessary protection and prevention measures that have to be taken at the workplace.

### Employees' Obligations

Employees must take all necessary preventive and protective measures for the protection of their health and cooperate with the competent services designated by the employer regarding issues of safety and health at the workplace.

### Namely, employees must:

- Take all necessary preventive and protective measures set through the risk assessment and concern measures of personal hygiene and protection, measures of physical and social distancing from colleagues and freelance partners, measures of workplace areas ventilation and measures of surface and personal items cleaning in the workplace areas.
- Wash systematically and thoroughly their hands with water and soap for at least 20 seconds or if their hands are not visibly dirty, use an alcohol-based solution with alcohol content greater than 60%. Hands must be washed thoroughly before entering and exiting the workplace and each time before entering and exiting the dining hall.
- Avoid touching their nose, mouth and eyes with their hands.
- Cover their mouth and nose with their bent elbow (not with their hand) or with a tissue, in case of coughing or sneezing, dispose of the tissue in a covered disposal bin and finally, wash their hands with water and soap or if their hands are not visibly dirty, use an alcohol-based solution with alcohol content greater than 60%.
- Use the personal protective equipment (e.g. mask, gloves, etc.) in case these are required based on the risk assessment and specific directions have been given by the employer or in case this is required based on the Quarantine Law.



- Safely discard any disposable materials (e.g. personal protective equipment) in covered disposal bins that have been placed at the workplace areas.
- Use the staircases for any vertical movement from one floor to another, where possible, instead of the elevator.
- Not come to their workplace when they develop symptoms (fever, cough, chest pain, sore throat, diarrhoea) and must inform their employer immediately.
- Comply with the arrangements for working in as small as possible permanent work groups where this is possible, with shifts.
- Avoid or limit, as much as possible, conferences, meetings, and generally assemblies with colleagues, visitors/clients or other employees visiting the workplace. Any meetings that cannot be avoided should be as short as possible.
- Let fresh air in their workplace daily and regularly where possible, at least 10 minutes daily.
- Keep the rule of one person per 8 m<sup>2</sup> of clear internal space in public serving areas.
- Keep the schedules for staggered pauses or staggered breaks in order to have lunch or rest.
- Keep a distance of at least 2 metres from colleagues, visitors/clients or other employees visiting the workplace.
- Refrain from using air-conditioning systems that recycle air.
- Adjust their work position and equipment (counters, desks) so that the necessary distances are kept.
- Attend to cleaning the surfaces that are used more often (counters, tables, desks, door knobs, switches, telephone sets, buttons, keyboards, etc.) with disinfectants or disinfecting tissues where reasonable and practicable, and over and above the cleaning procedures for the areas.
- Avoid any purposeless movement to other workplaces (e.g. offices, warehouses).
- Apply the hygiene measures for the restrooms, such as closing the toilet lid after use and before flushing. The use of air jets for drying hands should be avoided.
- Avoid any physical contact such as shaking hands, hugging and kissing, with colleagues, visitors/clients or other employees visiting the workplace.
- Clean their personal items (mobile phones, handbags, glasses, tablets) with disinfectants or disinfecting tissues.
- Use the office automation systems.
- Avoid any purposeless touching of items they do not use in their workplace, and
- Avoid any movement of files, parcels, items, or loads manually.
- Apply any other special measures set by the risk assessment for the protection of health against Covid-19.
- Opt to communicate through teleconferences, telephone calls or send their correspondence electronically to colleagues and other independent partners.