

Coronavirus

Work safely at a place of worship



Western Cape
Government

STAY SAFE. SAVE LIVES.

1

Before work

2

At work

3

After work

4

Care for your mental health

1

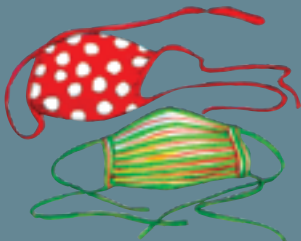
Before work

Check for COVID-19 symptoms

- If you have a cough, fever/chills, sore throat, loss of smell/taste, body aches or shortness of breath:
 - Stay home and inform your supervisor.
 - Contact your health care provider or hotline for advice.
- If anyone at home has suspected or confirmed COVID-19, inform your supervisor.



Prepare for work



Ensure you have 2-5 cloth masks as you need a clean, dry one each day. Carry a clean spare with you.

Take a packed lunch and water bottle from home.



Travel safely

If using public or shared transport

- When waiting in the queue, keep 1,5 metres apart from others.
- Wear a mask correctly, covering your nose and mouth at all times.



- Sit as far from other passengers as possible.
- Keep windows open.

- Avoid touching door handles, rails, windows and other surfaces.



- Clean hands with sanitiser before entering and after exiting the vehicle, and after handling money.

2

At work

When you arrive

Clean hands well for at least 20 seconds.



 A form titled "Daily COVID-19 symptom screening checklist" with the slogan "STAY SAFE. SAVE LIVES." at the top. It includes a header section for personal information and a large table with multiple columns for tracking various symptoms over time.

Expect to be asked about symptoms of COVID-19.

Avoid hugging, kissing, shaking hands, high fives, fist and elbow bumps.

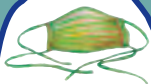


While at work

- Avoid sharing computers, books and stationery.
- Avoid sharing work surfaces, desks and equipment if possible.
- Keep windows and doors open. Report windows that don't open.
- Keep meetings to a minimum. Explore other ways of communicating (like mobile chats, emails, tele- or video conferencing).

5 Golden Rules

1. Wash hands
2. Don't touch face
3. Keep 1,5m apart
4. Cover your cough
5. Sick? Stay home



**Always wear
a mask**

Clean and disinfect frequently touched objects and surfaces (like cell phones, doorknobs, pens, computer keyboard and mouse) regularly.



20
seconds

Clean hands frequently.

Wear masks/visors correctly

- Cover your mouth and nose all the time with a cloth mask.
- If wearing a visor, wear a mask as well and don't tilt the visor up.
- Avoid touching/fiddling with the mask/visor. If you do, wash your hands immediately.



When taking breaks



- Stagger breaks to avoid crowded tearooms.
- Take breaks outside if possible.
- Keep 1,5 metres away from colleagues.

When removing mask to eat or drink:

- Remove carefully, touching only the straps.
- Store in a clean, clearly labelled paper/plastic bag.
- Put mask back on as soon as finished eating or drinking.
- Wash hands well after removing mask and after putting it back on.



Wash hands well before eating or drinking.

Bring a home-packed lunch in a labelled bag/container to be cleaned at home.



Avoid sharing food, drink, cups, bottles, cans, dishes and eating utensils.



Keep windows and doors open.

Avoid sharing towels.
Use paper towels instead.



Clean and disinfect frequently touched objects (like kettle, toaster, microwave, counters) regularly.

3

After work

When leaving work

Wash hands before leaving.



Wear a mask correctly, covering your nose and mouth at all times.

Keep hand sanitiser in your bag and use it after touching public surfaces.



When arriving home

- 1 Remove your cloth mask, touching only the straps to remove it.



- 2 Wash hands thoroughly.



- 3 Wipe phone clean.



- 4
 - Wash mask with soap and hot water.
 - Dry mask in sun (or tumble dryer if you have one).
 - Iron to disinfect.



4

Care for your mental health



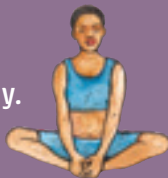
Get enough sleep.

Talk to family, friends and colleagues.



Find a creative or fun activity to do.

Do a relaxing breathing exercise each day.



Exercise regularly.

Limit alcohol and avoid smoking.





**Western Cape
Government**

**Western Cape Government
COVID-19 Hotline**

021 928 4102

or

080 928 4102 (tollfree)

**FOR MORE INFORMATION:
www.westerncape.gov.za**