

# Coronavirus

## How to work safely

**1** Prepare and stay safe before work

**2** At work and taking breaks

**3** Leaving work, arriving home  
and your mental health

LET'S **STOP** THE SPREAD



**Western Cape  
Government**



# 1

## Prepare and stay safe before work

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### Before work

- If unwell, stay at home.
- Report any symptoms (like cough, fever/chills, sore throat, body aches, loss of smell or loss of taste or shortness of breath) to your supervisor before you come to work.
- Phone your health care practitioner or Provincial hotline on 021-928 4102 for advice on further assessment and testing.



# Preparing for work

## Work clothes

- Choose simple clothing (like t-shirt and pants that can easily be washed when you get home) and closed work shoes.
- Avoid wearing a belt, jewellery, watches.
- Obtain 2-5 cloth masks as you need a clean, dry one each day. Carry a clean spare.



## Food and drink

Bring lunch from home in reusable fabric shopping bag. Use own water bottle, avoid water coolers.



## Phone, wallet and keys

Carry only essentials (like access card, bank card).



## On the way to work

- Cover your nose and mouth all the time. Avoid touching your face. If you do, clean your hands immediately.
- Never share a mask with another person.



### Keep your distance

- Try to keep 1,5 metres apart from others.

# When you arrive at work

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Clean hands well for at least 20 seconds as you arrive.

1



Rub palms together.

2



Rub tips of nails against palm. Swap hands.

3



Rub fingers between each other.

4



Place one hand over back of other, rub between fingers. Swap hands.

5



Grip fingers and rub together.

6



Rub each thumb with opposite palm. Swap hands.

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Expect to be asked about common symptoms of COVID-19. Your temperature may be checked.



Avoid hugging, kissing, shaking hands, high fives.

## 2

# At work and taking breaks

## When at work

Pay attention to your physical environment so that you can maximise space between people.

- In shops, keep aisles clear to avoid congestion.
- In offices, space desks apart.
- In factories, put as much space between work stations as possible.



## Wear masks and visors correctly.

- Cover mouth and nose all the time with cloth mask and avoid tilting visors up. These are ineffective if worn incorrectly.
- Avoid touching/fiddling with the mask. If you do, wash hands immediately.



Clean and disinfect frequently touched objects and surfaces (like cell phones, countertops, doorknobs, light switches, key pads, tables, chairs, toilets, taps, sinks) as often as possible using a diluted bleach solution (6 teaspoons per 1L of water).

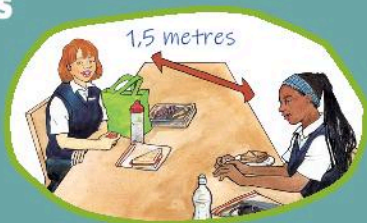


**20**  
seconds

Wash hands well for at least 20 seconds frequently.

## When taking breaks

- Stagger breaks to avoid crowded tearooms. Take break outside if possible.
- Keep 1,5m apart from co-workers.



If wearing a mask and need to eat/drink: carefully remove, without touching the outside, and store in container or bag labelled with your name.



If wearing a visor, remove without touching the outside and store in designated area. Wipe clean with diluted bleach solution before putting on again. Disinfect surface on which it was stored.

Avoid sharing towels in bathroom.  
Use paper towel.



Try to bring lunch from home in reusable fabric shopping bag that can be washed daily. Use own water bottle, avoid water coolers.

Always wash hands well  
before eating or drinking.





3

## Leaving work, arriving home and your mental health

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### When you leave work

Wash hands before leaving.



Wear mask  
properly on  
way home.

Keep hand sanitiser in bag  
and use to clean hands after  
touching public surfaces.



### 5 Golden Rules

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

# On arriving home



- 1 Remove shoes and leave outside, or just inside door, before entering home.



- 2
  - As you come in, remove cloth mask without touching the outside.
  - Then remove work clothes.
  - Put straight into a hot wash or bucket with hot water and soap, along with reusable fabric shopping bag used for lunch.

- 3 Thoroughly wash hands and arms as soon as you enter your home.



- 4
  - Immediately have shower/bath/wash.
  - Avoid hugs, kisses and direct contact with family members until after shower/bath/wash.



- 5 Dry cloth mask and work clothes in the sun (or tumble dryer if you have one) and iron to disinfect.



# Look after your mental health

- Talk to family and friends and take time to relax.
- Exercise regularly.



- Limit alcohol and avoid drugs.
- Seek help if you are struggling with depression, mental illness or domestic violence.

Mental health helpline - counselling and support for mental health problems or substance misuse  
0800 12 13 14 (24 hour helpline).



**Western Cape  
Government**

National Hotline

**0800 029 999**

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Provincial Hotline

**021 928 4102**

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National WhatsApp

**0600 123 456**

**FOR MORE INFORMATION:  
[www.westerncape.gov.za](http://www.westerncape.gov.za)**