



**Directorate of Environmental health, Occupational health and Food safety,  
Ministry of Health and Indigenous Medical Services**

**Guidelines on COVID-19 preparedness for workplaces**

This document outlines the guidelines to be followed at workplaces, to prevent/control the spread of COVID-19 infection and to promote the health of workers. The measures are simple to follow and can be adopted easily.

**1. Possible methods of transmission at workplaces**

The transmission of the disease could happen by the following 3 methods

- **Droplets** – The virus can be transmitted by breathing infected droplets. Droplets can be produced during coughing or sneezing or even by exhalations from infected persons. These droplets can travel up to a distance of 1m.
- **Direct** – Person to person transmission by direct contact with an infected person. (Eg: hugging, shaking hands). The virus can enter the body through nose, mouth or eyes.
- **Indirect** – When an infected person coughs, sneezes or exhales, droplets of infected fluid may get released and contaminate nearby surfaces and objects, such as desks, tables, telephones, computers etc. An uninfected person may come in contact with the virus by touching these surfaces and then touching their eyes, nose or mouth.

**2. Preventive Measures**

**All workers and employers are expected to adhere to the following good practices.**

2.1 Following categories of workers should not report for work.

- Those having fever, with or without acute onset respiratory symptoms such as cough, runny nose, sore throat and/or shortness of breath.