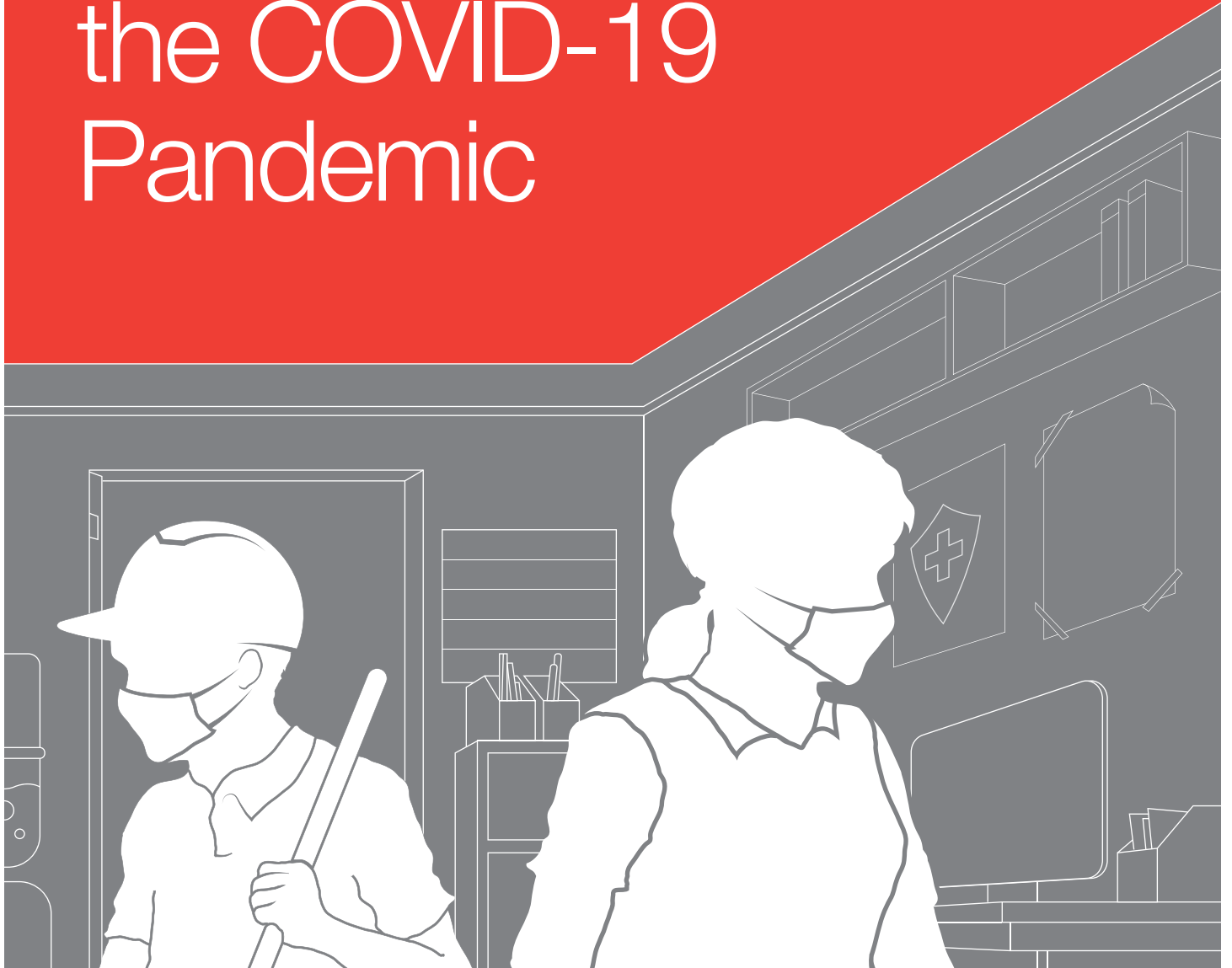


# Practical Health & Safety Guide for Trade Unions during the COVID-19 Pandemic



**BWI**  
Building and Wood  
Workers' International  
[www.bwint.org](http://www.bwint.org)

BWI is the Global Union Federation grouping free and democratic unions with members in the Building, Building Materials, Wood, Forestry and Allied sectors.

BWI brings together around 334 trade unions representing around 12 million members in 130 countries. The Headquarters is in Geneva, Switzerland while the Regional Offices are in Panama, Malaysia, and South Africa.

Our mission is to defend and advance workers' rights, and to improve working and living conditions in our sectors. The BWI, above all, has a rights-based approach. We believe that trade union rights are human rights and are based on equality, solidarity and democracy, and that trade unions are indispensable to good governance.

BWI goals include 1) to promote and defend human and trade union rights; 2) to increase trade union strength; 3) to promote a stable and high level of employment in our sectors; and 4) to influence policy and strengthen the capacity of institutions and tripartite structures in our sectors.

# Practical Health & Safety Guide for Trade Unions during the COVID-19 Pandemic

This purpose of this tool is to assist unions to work safely in context of the COVID-19 pandemic. It is intended to facilitate informed decision making by unions so that unionists, and those they come into contact with, in the course of union activities can be protected against Covid-19.

There are three practical guidelines, set up as decision trees that allow unionists to consider all aspects of their work environment and make the necessary adjustments to reduce risk of exposure to COVID-19. These are supported by three advisories, the first of which provides more detailed information to better understand COVID-19 presented where possible from a worker's perspective. The second and third advisories provide detailed and practical information about PPE, cleaning and disinfection.

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## Guideline 1

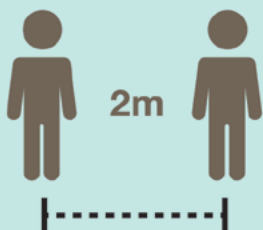
# Making union offices safe for use during the COVID-19 Pandemic

This tool is intended to facilitate the management of union offices in pandemic conditions, to ensure that union staff and others using the premises for routine activities have a reduced risk of contracting COVID-19.



**COVID-19** can be contracted from the air if you are near an infected person or by touching a contaminated object and then touching your eyes, nose or mouth.

This guideline applies the following principles of **COVID-19** prevention.



**Social Distancing:**  
Enabling people to stay 2m away from each other



**Ventilation**



**Masks**



**Office Cleanliness**



# 1. Social Distancing



## Are recommended safety actions in place?

All people using union offices should be able to maintain a distance of at least 2m between themselves and other people, while working, during meetings, and when using shared facilities (common rooms, conference rooms, bathrooms and kitchens)

Mixing between groups should be limited as far as possible

Is each room in the union office set up in a way that social distancing is possible?



ASSESS RISK



### Assess risk and needs

#### What is each room used for?

Rooms with multiple workstations (computers, desks, chairs)

Is there enough space for users to sit at least 2m away from each other?



Are workspaces arranged in a way that each person is situated at least 2m away from other people?



Rooms used for regular meetings (common rooms, conference rooms etc.)

Go to next Question

Does the arrangement and seating indicate that people should sit 2m apart?



Are outdoor spaces available that can also be used for meetings etc.?



Arrange seating 2m apart. Use outdoor spaces as often as possible.



### Find a solution

#### Reduce Congestion

Is it possible to move some workstations to another area?

Is it possible to move some workspaces outdoors to a covered verandah for example?



Consider staggering use. Establish shifts. Ask some union workers to use the office in the morning and others in the evening.

Rearrange individual workstations so that there is at least 2m distance between them. Try to make sure that people are not facing each other.



If there is still not enough space between workstations see if it is possible to install physical barriers, such as plastic sneeze guards, between workspaces where it may be necessary.



If there is enough spare space in the office minimize the number of people in each room even if 2m distancing is possible under the current arrangement.



1 workstation per room is ideal

#### Reduce Capacity

Remove chairs and extra furniture and rearrange the space to ensure safe distancing between users



# 1. Social Distancing



## Assess risk and needs

### For hallways or other areas where visitors sit or wait

Repeat the same procedure as above for common rooms and conference rooms. If there is standing room only, considering marking the floor to indicate safe distances at which people should stand.

### The office should be reorganized to limit mixing between groups

#### Kitchens

Kitchen use should be limited to as few people as possible.

Social distancing protocols should be applied



## Find a solution

Can kettles be provided for each room so that office users do not have to use the kitchen to make tea?



Can one person provided with PPE (disposable or washable masks and gloves) be assigned the duty to make tea for everyone and bring it to them?



# 2. Ventilation



## Are recommended safety actions in place?

Well ventilated and open air environments are lower risk for virus spread than closed or poorly ventilated rooms.



Work outside whenever possible



Avoid using poorly ventilated rooms. If this is unavoidable reduce the number of users in these rooms, and how often they are used.



Avoid working in closed air-conditioned spaces especially if air-conditioning vents are interconnected between rooms.



## Assess risk and needs

Check each room to see if air can flow freely through the space.



Can ventilation be improved?



## Find a solution

### See What You Can Do

Can all windows and doors be kept open during office opening hours?

Can portable fans be placed in a manner that increases airflow through each room?

Can protocols be established to make sure that doors and windows are kept open, and fans on, when the office is in use?



### 3. Cleaning, Disinfection & Office Hygiene



#### Are recommended safety actions in place?



Cleaning is the removal of germs, dirt and impurities using soap or detergent and water



Disinfection is the use of chemicals to kill germs



Cleaning followed by disinfection will effectively remove the COVID-19 virus from surfaces and objects.



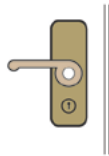
The Coronavirus can live on metal, wood, plastic and other surfaces for up to 1 week. Surfaces can become re-contaminated, after they have been cleaned and disinfected

**COVID-19 requires intensified cleaning and disinfection routines**



#### Assess risk and needs

Identify high risk areas: Frequently used rooms/ frequently touched objects and surfaces



Such as:

- doors
- floors
- windows
- surfaces that people tend to lean against
- hand rails
- door and window handles
- desks
- tables
- chairs
- portable fans
- cooling or heating units
- taps
- sinks
- toilets
- dustbins
- light switches
- computer keyboards
- remote controls
- shared office equipment
- bathrooms
- kitchens, etc.

Has a COVID-19 practices and cleaning and disinfection protocol been instituted?

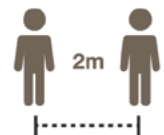


Identify other objects/surfaces that can harbour infection.

These would include: curtains, cushion covers, towels, cleaning and dusting cloths, mop heads etc.



#### Find a solution



Institute a COVID-19 practices and cleaning and disinfection protocol



All doors should remain fully open, only closing those absolutely necessary for security.



All materials for common use, such as magazines, books, pens and other items should be accessed from a staff member and disinfected before and after use.

Sign in protocols, for example using visitors log books, should be replaced by no touch systems, e.g. security staff can write details of visitors or take photo of visitors ID with a cellphone.





### 3. Cleaning, Disinfection & Office Hygiene



#### Assess risk and needs

**Does the COVID-19 cleaning and disinfection protocol consider these items? Does it include intensified laundering regimens?**



Go to next Question



**Identify items that are usually shared, but can be assigned instead to reduce risk**

These can include mugs, tea cups, stationery, computers, desks etc.



**Have usually shared items been assigned to regular office users as far as is possible?**



Go to next Question



**Identify new needs e.g. extra cleaning supplies and rubbish disposal requirements**

Are there enough closed and plastic lined pedal bins to dispose of potentially contaminated rubbish such as tissues, paper towels, straws, masks, disposable gloves etc.? Are these items positioned for easy access where they are needed?



**Are current supplies of cleaning material, equipment, disinfectant etc. enough to meet additional requirements?**



Go to next Section



#### Find a solution

Union offices should be thoroughly cleaned and disinfected once a day. Including floors, accessible window areas, large surfaces that people tend to lean against, doors, desks, chairs, tables, shelves, cabinets, counters, portable fans, heating and cooling units, accessible air-conditioning vents etc.



Frequently touched items such as door handles, light switches, taps, dust bins, hand rails or frequently used areas such as bathrooms and kitchens should be cleaned and disinfected at least two times a day during work hours.

Shared items and office equipment such as computer keyboards, touch screens, printers etc. should be cleaned and disinfected before and after use by each user.



Shared glasses, cups and plates should be well washed with detergent/soap and hot water between uses.

Soft furnishings such as curtains and cushions that can be removed for the duration of the pandemic without compromising office functionality, should be removed

Soft furnishings such as curtains that cannot be removed for the duration of the pandemic should be laundered regularly

Areas that are touched frequently on upholstered sofas or chairs such as arm rests should also be disinfected

Bathroom towels should be removed or replaced with disposable paper towels

#### Address the Issue

Make sure that there are enough closed bins. Try to buy pedal bins that do not need people to touch them with their hands to open and close them and use plastic bin liners that can easily be removed.

Make sure that there is an adequate supply of cleaning material, equipment and disinfectant to meet new needs

This should include cleaning material, disinfectant, and disposable cloths/tissues for use by persons using shared office equipment

For details on cleaning and disinfection: **See Advisory 3**

## 4. Personal Protection: Hand Hygiene, Masks and Personal Habits



### Are recommended safety actions in place?

Frequent hand washing with soap and water for 20 seconds, or if soap and water is not available hand cleaning with an alcohol-based hand sanitizer that contains at least 60% alcohol, significantly reduces risk of infection and virus spread.



Wearing masks (or cloth face coverings) also reduces risk of infection and virus spread



Unions should ensure that all office users, including visitors, have access to masks, soap and water or hand sanitizer, and that they apply social distancing (stay 2m away from other people as much as possible).



### Assess risk and needs

Does the office have enough areas for people to wash their hands regularly? Are some of these areas located at key points, such as the office entrance?



Has soap and hand sanitizer been provided for visitors and general use?



Does everyone in the office have a mask? Do visitors to the office generally have masks or cloth face coverings?



Do office users, including visitors, follow COVID-19 safety advice? Do they know what they have to do?

Do they generally:

- Wash or sanitise their hands?
- Wear masks?
- Maintain social distancing (stay 2m away from other people)?
- Refrain from touching things they do not have to touch?



Go to next Section



### Find a solution

#### See What You Can Do

Can hand washing facilities be increased? Are there any taps that are not in use outside or inside the office?



#### See What You Can Do

Can hand sanitizers and dispensers operated by footpedal be provided for office use, including for visitors?



#### See What You Can Do



Can a stock of cloth masks be kept in the office to give to visitors and others who come to the office without a mask?

#### Establish Protocols

Make sure that everyone is informed of what they are required to do for the safety of all office users and their families and communities.

Make sure people understand why they are being asked to do something.



Make sure that visitors are told about office safety protocols when they enter the office.

Place adequate signage in the office.

# 5. Monitoring, Training and Signage



## Are recommended safety actions in place?

Once systems and protocols have been established it is important to ensure that they are applied for the duration of the pandemic.



### Assess risk and needs

#### Has information, and where necessary, training been provided

Have regular office users, kitchen, cleaning and other staff been verbally informed about COVID-19 health and safety office protocols and the correct use of Personal Protective Equipment (PPE)?

Have cleaning staff been provided with training in the safe handling of potentially contaminated rubbish and in the safe use of any new disinfectant? Have they been provided with adequate PPE (gloves, masks, gowns/aprons etc.) and PPE training?



IF YES

IF NO

Is there enough signage in the office to remind people about COVID-19 health and safety protocols? Is it positioned in a way that it is effective? Is it working?



IF YES

IF NO

Is monitoring being undertaken effectively?

Are health and safety protocols being followed?  
Are the additional supplies required, being purchased on an ongoing basis?



IF YES

IF NO

END TASK



### Find a solution

#### Address the Issue

Assign new cleaning and disinfection responsibilities

Inform regular office users of any cleaning and disinfection responsibilities pertaining to the disinfection of shared office equipment after use

Make sure that there are adequate cleaning staff to meet additional cleaning and disinfection requirements

Train cleaning staff in the safe handling potentially contaminated rubbish and in the safe use of any new disinfectant.

Provide cleaning staff with adequate PPE and PPE training

#### Rationalize Signage

There is no need to place all the information everywhere. Too much information is confusing and takes time to register.

Signage should be simple and where possible use a picture or an infographic. It should be big enough to be seen.

See what instruction is needed and where it is need, and who it is addressed to.

At the entrance of the building:

- Wash your hands with soap and water or clean your hands with hand sanitizer before entering
- Wear a mask
- Stay 2m away from other people
- Do not touch things you don't have to touch

In the bathroom:

- Wash your hands

Next to a shared computer:

- Clean and disinfect keyboard, mouse and table top after use

#### Appoint a Monitor

Give additional monitoring and management responsibilities to an existing union worker regularly present in the office





## Guideline 2

# Conducting planned union activities that involve larger groups, safely during the COVID-19 Pandemic

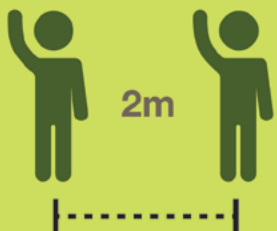
This tool is intended to provide guidance for planned union activities such as large meetings, trainings, workshops and if the need arises, protests and strikes.

Large gatherings carry a high risk of spreading the virus. Activities involving large numbers of people should be postponed till after the pandemic if possible. If trainings, meetings or other events are essential, effort should be made to divide large groups into smaller groups.



**COVID-19 can be contracted from the air if you are near an infected person or by touching a contaminated object and then touching your eyes, nose or mouth.**

**This guideline applies the following principles of COVID-19 prevention.**



**Social Distancing:**  
Enabling people to stay 2m away from each other



**Ventilation**



**Masks**



**Site Cleanliness**

# 1. Venue



**Event  
Component**



**Assess Risk  
and Need**



**Plan Ahead  
Find A Solution**

Is the venue appropriate?

Where is the event taking place?



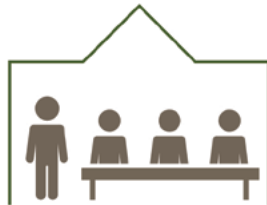
Social Distancing

Numbers: How many people are going to be there in total?

**Assess**



Indoors or Outdoors?



Is the venue big enough for maintaining a 2m distance between people at all times

IF YES

NOT SURE

If there is a choice:  
Outdoors is better



Measure the space.



Map out a seating plan so that there is at least 2m distance between participants

Leave at least a 2m perimeter around the seating area

Leave enough space for persons conducting the event to have at least 2m distance between each other.

Leave enough space for there to be at least 2m distance between persons conducting the event and the participants.

Leave enough room for persons conducting the event to move around without coming closer than 2m to anybody else.

Consider social distancing requirements at venue exit and entry points

Consider what other space you need for event activities. Add space for social distancing requirements.



**Reassess**

IF YES

Is the venue big enough?

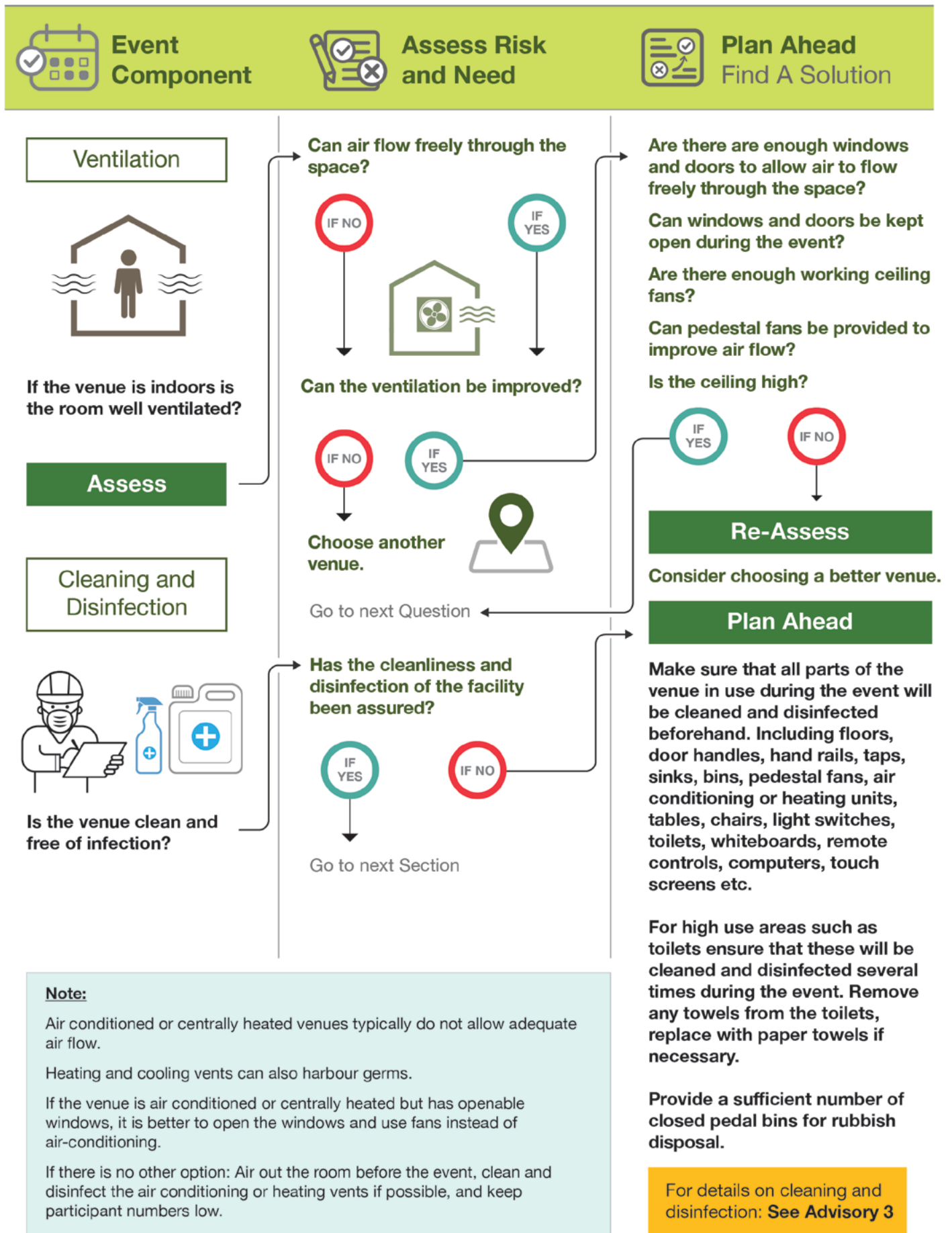
IF NO

Choose another venue, or  
Split the group into smaller groups and repeat the event

Go to next Question



# 1. Venue



## 2. Provisions and Facilities



### Event Component



### Assess Risk and Need



### Plan Ahead Find A Solution

#### Managing the event safely

**Are there any parts of the event where there is increased risk of contracting COVID-19?**

**By touching contaminated objects, or by contact with other people?**



**Identify areas where objects in use can transfer infection by touch.**

Are there any items that are likely to be shared during the event?  
E.g. microphones, megaphones, stationery?

**Are there any pressure points where multiple people are likely to touch same object? e.g. tea thermoses, spoons, ladles, plates, water jugs and bottles?**



### Reduce Risk

**Minimize participant movement and item sharing. Maximize hygiene**

Purchase enough stationery and other items to ensure that each person has their own set. Place them next to where people will sit ahead of the event.

Provide event organizers and speakers with their own microphones or megaphones. Ensure that these are cleaned and disinfected before use, or that enough time has passed between prior use and use during the event to be sure that any virus present has died naturally (usually 72 hours)

**Identify which shared items cannot be duplicated?** e.g. Does the event require a microphone to be passed around to the participants? Are there any alternatives? Can more microphones be arranged? Can participant numbers be reduced so that everyone can be heard without a microphone?



**Will the event include the provision of tea and water? If so:**

- Ensure that tea (readymade) is served to participants at their seats.
- Ensure sugar packets, stirrers, biscuit packets etc. are provided per/participant at his/her seat
- Provide individual water bottles.



**Will the event include the provision lunch? If so:**

- Provide ready plated meals or individual packed meals at the table/seat. Avoid buffets or self-serve meals.
- Minimize the number of food servers. Ensure food hygiene, safe disposal of rubbish, and PPE (gloves, masks) for servers



Go to next Question

### 3. Personal Protection



**Event  
Component**



**Assess Risk  
and Need**



**Plan Ahead  
Find A Solution**

What Personal Protective Equipment (PPE) is needed to protect event organizers, staff and participants against COVID-19 and to safeguard against virus spread?

**Assess**

Who will be at the event, what will they be doing, and what PPE and other provisions will they need in respect to their activities?

Have PPE requirements (masks, gloves etc.) been determined for the event and provisions assured?



Go to next Section



**Ensure Provisions**

**At a minimum:**

All participants, staff, speakers, and event organizers will need cloth masks/ cloth face coverings.



PPE provisions for cleaning staff should include gloves, masks, aprons etc. suitable for the disinfectant being used.

Protective eyewear may be needed if there is a splash risk in the disinfection process



PPE provisions for food handlers, and servers should include gloves and masks



You will need to make sure that cleaners and food servers have sufficient training in the safe use of PPE



To ensure hand hygiene during the event individual bottles of hand sanitizer should be provided to all participants, staff and event organizers.



For non-specialist PPE and safe use of PPE: **See Advisory 2**



#### Protests and Strikes

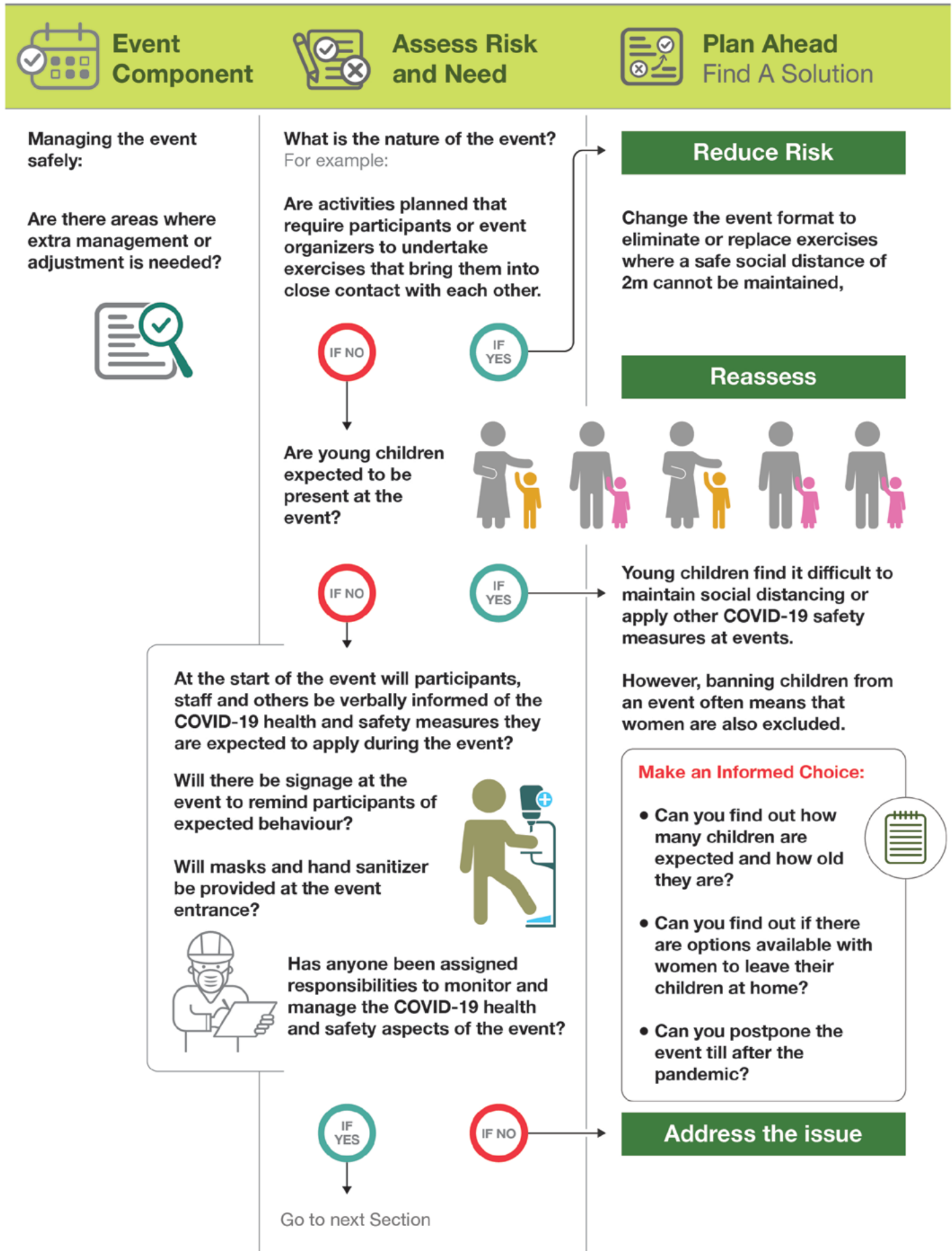
Protests and strikes are **not advisable** under pandemic conditions because they can pose a high risk to worker health and safety.



In the event that protests or strikes are unavoidable - maintaining a safe social distance (2m) between protestors, ensuring that masks are worn and that speakers are selected beforehand so that megaphones or microphones can be individually allocated, will make a difference to COVID-19 spread. The provision of individual water bottles, pre-packaged food (if necessary), and information dissemination about Covid-19 health and safety measures will reduce risk.

**Including COVID-19 health and safety guidelines in worker organizing will protect workers against infection**

## 4. Event Details





# 5. Transport



**Event  
Component**



**Assess Risk  
and Need**



**Plan Ahead  
Find A Solution**

Public Transport carries a high risk of infection from COVID-19?



How are participants going to get to the venue?

**Assess**

Will the majority of the participants be using public transport to get to the venue?



**NOTE:** If there is a choice open air vehicles are better than buses, vans or cars.

Is the number of vehicles provided sufficient to ensure that a safe social distance (2m) can be maintained between passengers?

Can the windows of the vehicles be kept open during the journey?

Can masks and hand sanitizer be provided to passengers before they use the transport

Can passengers be informed about COVID-19 health and safety protocols before they get on the vehicle so that masks are worn and a safe social distance is maintained during the journey

Can the vehicles be cleaned at disinfected prior to their use by participants?



End task.

For cleaning and disinfection of transport: **Use Advisory 3**



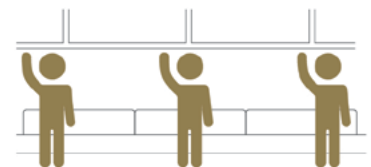
**Re-Assess**



Can the union provide transport?



Consider providing participants using public transport or other transport, with masks and hand sanitizer before they travel.



Inform participants of the importance of social distancing on public transport before they travel.



Try to make sure that any hired transport is cleaned and disinfected beforehand.

**OR**

Consider a venue closer to where the majority of the participants are situated.



For how to safely use public transport: **See Guideline 3**

## Guideline 3

# Safeguarding the health and safety of union workers against COVID-19 during field work

This tool is intended to provide guidance for safeguarding the health and safety of union workers. This guideline pertains to ordinary union activities such as site and factory visits, labour inspections, meetings, conversations, interviews, surveys, worker organizing etc. where union workers have limited control over their environment.



**COVID-19 can be contracted from the air if you are near an infected person or by touching a contaminated object and then touching your eyes, nose or mouth.**

**This guideline applies the following principles of COVID-19 prevention.**








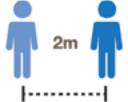














**Social Distancing:**  
Enabling people to stay  
2m away from each other




**Masks/PPE**











**Hand Hygiene**

 <b>Coronavirus Transmission: How the Virus Spreads</b>	 <b>How to Protect Yourself and Other People from the Virus</b>	 <b>What you should Carry with You</b>
<p>The virus is airborne and can be contracted by close physical contact (within 2m) with other people who may be infected.</p>  <p>People can be infected without showing any symptoms.</p> 	<p> Maintain a physical distance of 2m from other people.</p> <p> Do not shake hands, hug or touch other people.</p> <p> When possible, talk to people/meet people in well ventilated places</p> <p> It is best to talk to people, or meet them, outside</p> <p> Wear a mask</p>	
<p>The virus can be contracted from contaminated objects and surfaces.</p>  <p>You can contract the virus by touching your eyes, nose or mouth after touching an object that has been touched by an infected person, or has been near an infected person</p> 	<p> Do not touch things unless you have to</p> <p> Do not touch your own eyes, nose or mouth without washing your hands with soap and water first.</p> <p> If there is no soap and water use an alcohol based sanitizer instead.</p> <p> Avoid eating and drinking at canteens</p> <p> Avoid sharing food</p> <p> Do not share water bottles</p> <p> Do not share other items such as stationery, phones, battery chargers etc. unless you have to</p>	<p>Carry your own food and snacks when possible</p> <p>Carry your own water</p> <p>Carry your own stationery and other small items you will need during the day</p> <p>Carry your own soap</p> <p>Carry your own hand sanitizer</p>  

 <b>Coronavirus Transmission: How the Virus Spreads</b>	 <b>How to Protect Yourself and Other People from the Virus</b>	 <b>What you should Carry with You</b>
 <p><b>Washing your hands with soap and water for 20 seconds will kill any virus on your hands.</b></p>  <p><b>Although soap and water is more effective, using an alcohol-based hand sanitizer with at least 60% alcohol content will also kill any virus on your hands.</b></p>	<p><b>Maintain hand hygiene.</b></p> <p><b>Wash your hands with soap as often as you can especially:</b></p> <ul style="list-style-type: none"> <li>• Before preparing food or tea</li> <li>• Before eating</li> <li>• After using the toilet</li> <li>• After you have touched anything that many people have touched</li> <li>• After site and factory visits and</li> <li>• After using shared or public transport</li> </ul> <p><b>When water and soap is not available use an alcohol based hand sanitizer (with at least 60% alcohol content).</b></p>  <p><b>Put hand sanitizer on both sides of your hands and rub till it is dry</b></p> <p><b>Open doors with your leg or shoulder instead of your hands when this is possible</b></p>   <p><b>Use a tissue to open and close taps, and for touching other objects in public toilets.</b></p> <p><b>Dispose of used tissues in a closed bin. If this is not provided, place dirty tissues in a disposable/plastic bag and tie the ends.</b></p>   <p><b>Cough and sneeze into to your elbow and not into your hands, or into the air.</b></p>	



 <b>Coronavirus Transmission: How the Virus Spreads</b>	 <b>How to Protect Yourself and Other People from the Virus</b>	 <b>What you should Carry with You</b>
<p>Public transport is a high risk environment</p>  <p><b>Non specialist Personal Protective Equipment</b></p> <p>(PPE) e.g. disposable or reusable (washable) cloth masks (or cloth face coverings), disposable or reusable gloves and disposable or reusable aprons/gowns will provide protection to users against COVID-19 if they are used properly and have a Low or Medium Exposure Risk.</p> <p>Union workers will have at most a Medium Exposure Risk in most situations.</p> <div data-bbox="132 1915 518 2049"> <p>For correct use of masks and other non-specialist PPE: <b>See Advisory 2</b></p> </div>	<p>Open transports such as bicycles, motorcycles, open lorries and wagons are safer than closed vehicles.</p>  <p>Avoid using public transport. This is a high risk environment.</p> <p>If you use public transport:</p> <ul style="list-style-type: none"> <li>• Try to choose a less crowded vehicle that has open windows</li> <li>• Try not to lean on anything or touch anything unless you have to</li> <li>• Try to sit as far away from other people as possible</li> <li>• Wear a Mask</li> </ul> <p>Wash your hands with soap and water or use hand sanitizer after you have used public transport or shared transport</p>  <p>Wear a mask when you are near other people and when you are indoors even if there is no one else there (the virus can remain in the air after an infected person has gone).</p> <p>Determine your level of risk. Gloves and gowns/aprons can be worn in addition to masks if you are in higher risk environment</p> <p>If you are going to sit closer than 2m to a coronavirus patient or if you are going to provide care to a coronavirus patient consider wearing eye protection in addition to a mask, gloves and an apron/gown</p> <p><i>Union workers who have existing health conditions that make them more likely to become seriously ill if they contract COVID-19 should avoid high risk environments. See: High Risk persons in Advisory 1A</i></p> <div data-bbox="582 1915 968 2049"> <p>For details of symptoms, personal risk and protection: <b>See Advisory 1</b></p> </div>	<p>Carry a packet of tissues.</p>  <p>Carry disposable plastic bags for the safe disposal or storage of used/dirty personal items and used PPE.</p>  <p>Carry a supply of clean cloth masks, and any other PPE you might need during the day.</p>

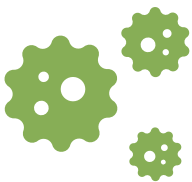
## Advisory 1

# Understanding COVID-19 Transmission, Symptoms and Prevention

This advisory provides basic information about COVID-19. It is intended to assist in risk assessment and informed decision-making in pandemic conditions. It also covers how individuals can protect themselves against the coronavirus, and what they need to do if they contract COVID-19 as well as ways to slow down the spread of the disease more broadly as well as particularly in the workplace.

### Advisory 1A: Transmission, Symptoms, and Prevention

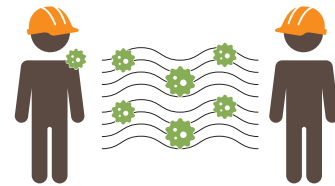
## What is COVID-19?



Coronavirus is a term used for a large family of viruses which may cause illness, even the common cold. Novel (which means new) Coronavirus was the popular name used for the new virus and disease which broke out in December 2019 in Wuhan China. The World Health Organisation named the disease COVID-19 which is caused by novel coronavirus. Medicine and treatment are used to help with the symptoms of the disease, but at present there is no medicine or medical treatment that can prevent or cure COVID-19.

## How is COVID-19 transmitted?

We know that COVID-19 is spread from person to person through small droplets from the nose or mouth when a person with COVID-19 sneezes, coughs or exhales. These droplets land on objects and surfaces close to the person, and also on the person's body and their clothes. You can catch COVID-19 by touching this person and these objects or surfaces, then touching your eyes, nose or mouth. You can also catch COVID-19 if you breathe in the droplets that a person with COVID-19 coughs or exhales. The longer you are close by to someone that has COVID-19, the more likely you are to become infected with COVID-19. So, there is more risk of catching COVID-19 from working with someone that has the disease than by passing someone on the street that has COVID-19.



The risk of catching COVID-19 from someone with no symptoms at all is very low. However, many people with COVID-19 experience only mild symptoms especially at the start. In fact, you could get COVID-19 and spread it without knowing you have it or before you know you have it.

## You can catch COVID-19:

### If you are in close contact with an infected person (within 2m):

- By inhaling respiratory droplets produced by an infected person when they sneeze, cough, talk, or breathe, or
- When droplets from an infected person land on your eyes, nose or mouth.

The novel coronavirus can stay in the air for a number of hours, depending on the level of ventilation in the room.

### By touching surfaces or objects that have been contaminated by an infected person and then touching your eyes, nose or mouth without cleaning your hands with soap and water, or a hand sanitizer first.

The coronavirus can live on surfaces and objects for up to 7 days.



## COVID-19 is dangerous because:

1. You can catch it easily, and if you have it you can give it easily to other people including people you work with and your family
2. If you get ill with COVID-19 you will likely get better after a week without medicine, BUT some people who get ill with COVID-19 will become very ill and may need hospitalization.
3. Some people who get COVID-19 will die.
4. Some people who have COVID-19 will not feel ill and will not experience any symptoms. This means that you can catch COVID-19 from people who do not look unwell and do not know they are infected.



## COVID-19 symptoms and what I should do if I think I have COVID-19?

### Symptoms:

Not all coughs, colds or illness is COVID-19. You might have COVID-19 if:

- ▶ You have new shortness of breath
- ▶ You are feeling feverish or having measured fever it is 100.4°F/37°C or more
- ▶ You have a new cough
- ▶ You have a new sore throat
- ▶ You can no longer smell or taste your food
- ▶ You have fatigue or tiredness
- ▶ You have congestion or a runny nose
- ▶ You have a headache
- ▶ You have muscle or body aches
- ▶ You develop a rash, have diarrhea, feel sick or vomit



## What is the risk of getting COVID19?

If you are displaying the common symptoms, you may have COVID-19 or the coronavirus or you may have another illness like the flu or a cold. Health experts think that most of us will get COVID-19 unless there is a vaccine developed soon.

This can be frightening but for most people that get the disease their symptoms will be mild, and they will recover without needing any special treatment. Some people will become infected but won't develop any symptoms and won't feel unwell. For these people, it will be important to think of the risk of transmitting COVID-19 to friends and family who may be more vulnerable.

Around 1 out of every 6 people who gets COVID-19 becomes seriously ill and develops difficulty breathing. People that are considered most at risk are older people, and those with underlying medical problems like high blood pressure, heart problems or diabetes, as they are more likely to develop serious illness if they get COVID-19. Those with other chronic illnesses such as asthma are also at risk.

## What to do if you think you have COVID-19?

Stay at home if you feel unwell and don't go to public places or to work. Many workers will be afraid to risk their jobs by doing this and it is important that these worries are dealt with. Speak to your employer and your union representative on what should be the procedure if a worker does not feel well. Employers are obligated by law maintain a working environment that is safe and healthy, and a sick worker puts the health of other workers at risk.



If you have the symptoms of COVID-19 you should immediately self-isolate and monitor yourself. If people start going to medical facilities even if they don't need immediate medical attention this means that the clinics and hospitals won't be able to cope, and you could just be exposing yourself to greater risk of infection.

If the symptoms get worse, call your government dedicated phone numbers and you will be instructed on what to do or go to the designated health care centres and hospitals that are handling COVID-19 cases.

## If you think you have COVID-19:

- ▶ Rest at home
- ▶ Drink lots of fluids and stay hydrated.
- ▶ Take the recommended daily dosage of paracetamol for fever and pain
- ▶ Inhale steam to ease congestion in the sinuses and chest
- ▶ Some people will be at **HIGHER RISK** of becoming seriously ill if they contract COVID-19 and may need extra treatment or specific medical advice to reduce this risk

### Seek emergency medical treatment if you have:

- ✓ Difficulty breathing
- ✓ Persistent pain or pressure in the chest
- ✓ New confusion
- ✓ Inability to wake or stay awake
- ✓ Bluish lips or face
- ✓ Are feeling very unwell



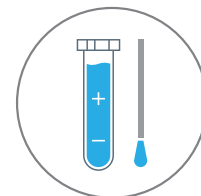
## Contact a doctor as soon as symptoms start if:

- ▶ You are 65 years or older
- ▶ You are severely obese
- ▶ If you have an underlying medical condition, particularly if this condition is not well controlled. For example, if you have
  - » A chronic lung disease or moderate-severe asthma
  - » A serious heart condition
  - » A chronic kidney disease and/or are undergoing dialysis
  - » Diabetes (Sugar)
  - » Or if your immunity is compromised for other reasons, for example
  - » If you have cancer
    - If you have poorly controlled HIV/AIDS
    - If you have had a bone marrow or organ transplant
    - If you have a haemoglobin blood disorder (Thalassemia, Sickle Cell Disease etc.)
    - If you are a heavy smoker
    - If you are immune deficient
    - If you have had prolonged use of corticosteroids or other immunity weakening medications



## Can you get tested for COVID-19?

Right now, in many countries, governments have set up dedicated public hospitals or centers where you can get tested. In some countries you may also get tested at private clinics or hospitals, but this is usually expensive.



In most countries, you can get tested:

- ▶ if you are unwell and/or displaying symptoms of COVID-19
- ▶ If you had contact with someone who has COVID-19 or someone that is suspected to have the disease
- ▶ If you have travelled to high risk area
- ▶ If you are displaying symptoms of the disease.
- ▶ If you have worked in or attended a healthcare facility treating people with COVID-19

Please call numbers provided by your government, or visit their website for more information on what to do if you think you need to get tested.

## How can i protect myself from getting infected?

### I. Maintain Hand Hygiene

Regularly and thoroughly clean your hands with soap and water. You may also use an alcohol-based hand sanitiser as an interim measure if you do not have access to water and soap, but it is difficult to find and expensive to buy. Ordinary soap is good at killing the virus. Washing your hands with soap and water for 20 seconds will kill any virus on your hands.

- ▶ Wash your hands with soap and water as often as you can.
- ▶ Wash your hands especially before:
  - » eating
  - » drinking
  - » preparing food
  - » putting on a mask, gloves or other Personal Protective Equipment (PPE)
- ▶ Wash your hands especially after:
  - » using the bathroom
  - » touching surfaces or objects that other people are likely to have touched or used such as door handles and railings
  - » cleaning
  - » providing care to someone who is ill



If soap and water is not available then clean your hands with an alcohol-based hand sanitizer. Hand sanitizer must contain at least 60% ethanol (alcohol) for it to be effective. Rub the sanitizer on both surfaces of your hands until it is dry.

### II. Wear a mask and be self aware

- ▶ A cloth mask (or cloth face covering) that covers your nose and mouth will protect you and other people.
- ▶ Do not touch your eyes, nose, or mouth unless you have washed or sanitized your hands.
- ▶ Do not shake hands with people, hug or touch them
- ▶ Do not touch surfaces and objects unless you have to.
- ▶ Avoid touching the outside of your mask (or cloth face covering).

If you have to remove or adjust your mask or face covering, touch the ear loops, strings etc. and not the part of the mask/face covering that covers your face

- ▶ Avoid contact with people who are ill, or with someone who is coughing or sneezing. Walk away
- ▶ Cough and sneeze into your elbow or into a tissue, NOT your hand.
- ▶ Dispose of the used tissue immediately in a closed bin, or disposable/plastic bag (tie the ends of the bag) then wash your hands
- ▶ Avoid sharing objects of use such as plates, glasses, stationery etc. with people outside your home.
- ▶ Avoid using someone else's phone
- ▶ Carry your own water bottle, soap and hand sanitizer if you can
- ▶ If you can, do not use workplace canteens and kitchens. Try to bring your food from home

### III. Maintain social distancing

- ▶ Keep at least 2m distance between yourself and other people at all times when you are outside your home.
- ▶ Stand or sit at least 2m distance from other people when you are talking to them, working, eating or standing in line.
- ▶ Do not shake hands or touch, hug or kiss other people
- ▶ Keep contact with other people outside your home as short as possible. Keep conversations short, do not linger.
- ▶ Where you can, choose to meet other people outside rather than indoors
- ▶ Stay at home as much as possible

Avoid crowded places whenever possible. (e.g. crowded buses or trains, crowded rooms, meeting halls, and market places)

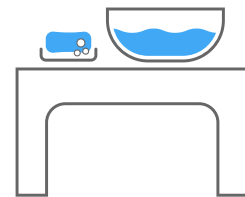


## What if you don't have access to running water to wash your hands?

We keep hearing that we must wash our hands to stop the spread of COVID-19. But what if you don't have running water? While we must not forget that it is the responsibility of government to make water available as a human right, the good news is that you don't need lots of water to break down the virus when you wash your hands, you don't even need clean water, but of course that is better. The most important thing you need is soap and any soap will do.

You need to have a little water to make foam with the soap and you need to rub your hands together for at least 20 seconds. Wash your palms, in between your fingers, your thumbs, the top of your hands and your wrists. It is the soap that breaks down the virus, because it dissolves the fatty layer that surrounds the virus. This layer falls apart and the virus becomes inactive. Soap stops the virus protecting itself. When you rinse your hands, you are washing away inactive pieces of the broken-down virus, so it is okay if you don't have much water or even clean water to do this.

To keep yourself and others around you safe when you don't have running water, set up a bowl or bucket of water, with a small cup and a bar of soap in easy reach and wash your hands as often as you can and insist others do too. You can also carry some soap and a bottle of water with you if you must go out. We can all do something, even if we don't have much water. Soap is our best defence to destroy the virus.



## Why should we social distance?

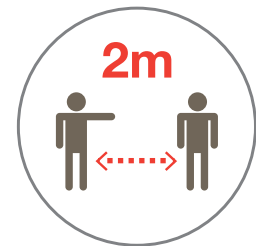
Social distancing or 'physical distancing' is a key strategy being used in our response to COVID-19. It is deliberately increasing the physical space between people to avoid the spread of disease. This is because limiting the interactions between people reduces the spread of the disease.

Advice about social distancing, especially maintaining at least one metre distance away from each other but better if this is two metres, seems impossible for the reality of people in many countries, where people must take public transport, be on the streets and need to go to work.

But every contribution that you can make to limit interactions helps to slow down the spread of the disease.

Cancel all non-essential travel and visits. Pray at home instead of going to church or mosque or temple. Drink at home or under a tree instead of going to a bar. Do not socialise by physically sharing space, especially indoors, with people that you do not already live with.

If it is possible, avoid public transport and walk to get what you need. Support your street vendors and local shops as much as possible. If you must travel to the shops, do this at a time when it is less busy, and you know people are not travelling to and from work. Try to limit the number of times you need to travel by doing several errands at once. Neighbours can help one another by shopping for each other, for those that must go to work and those that are at greater risk, reducing the number of people using public transport and that are on the streets moving about.



## Why do we have lockdowns?

When COVID-19 is rapidly spreading, which means that the number of daily cases are rising very sharply, governments may try to slow the spread of the disease. We need to slow the spread of the disease so that our health care services, which already have very limited resources, can cope with the number of people that will need critical patient care. If the disease spread too quickly, then our health care facilities won't be able to cope and will collapse.



Restrictive measures can include closing places of worship, schools and other educational institutions, putting in place travel restrictions, closing down public spaces, encouraging those that can work from home to do so and limiting the number of people that can be at public gatherings. These restrictions are part of the social distancing strategy adopted to slow the spread of the disease often called 'lockdowns'.

While we may continue to have lockdowns, governments and employers are increasingly reluctant to shut down workplaces because of the impact this has on the economy and businesses. This means that workers will probably go to work during a lockdown. Thus it is critical that workers are kept up to date with education and training on COVID-19 risk factors and protective behaviours.

### Advisory 1B: Workplace Spread Prevention

## How to manage risks at work

Many workers will have to continue to go to work despite the COVID-19 pandemic and our country is relying on them going to work. It is important to ensure safe work practices are in place at your workplace which includes personal hygiene such as being able to wash your hands frequently or have access to alcohol-based hand sanitiser. You must also be able to keep your work areas clean and have access to disinfectants to wipe down work surfaces. Physical contact between workers must be minimised and you should always be able to maintain at least a one metre distance away from a co-worker and increasingly the recommendation is 2 metres.



Organised workplaces are safe workplaces. Demands to make to employers are:

- ▶ Recognise COVID-19 as an occupational health issue, conduct hazard identification and risk assessments and communicate this to workers.
- ▶ Workers must be kept up to date with education and training on COVID-19 risk factors and protective behaviours
- ▶ Provide adequate protection in the form of personal protective equipment (PPE) as needed and maintain a healthy workplace with adequate ventilation and observe physical distancing.
- ▶ Provide safer means of travelling to and from work for workers where physical distancing can be practiced. Do not crowd workers in vans and trucks, adding extra transport services if necessary.
- ▶ Conduct regular deep cleaning of work areas, transport, shared tools and equipment.
- ▶ Arrange free testing for workers and their families, so that they are not using public transport or coming to work if they have symptoms.
- ▶ Provide transparent and timely information to workers and our union representatives on infections at the workplace.
- ▶ Provide free medical treatment for workers that contract COVID-19 and allow workers that are sick and suspect that they have COVID-19 to self-isolate at home, with full pay. Those that are at high risk of serious health impact if they contract COVID-19 should stay at home with full pay.
- ▶ Put in place measure such as rotation or shift work because risks are reduced if the number of workers on duty is reduced at any given time. Also, non-essential staff and those that can work from home should stay at home with full pay.
- ▶ Workers that are sick and must self-isolate, should be given special leave and not have to use their annual leave or be forced to take unpaid leave.

## How to prevent further spread of COVID-19 if one or more members of a workplace fall ill?

Important terms and what they mean	
<b>What is quarantine?</b>	<p>Quarantine is used to keep a person who might have been exposed to COVID-19 away from other people in case s/he has been infected but is not showing symptoms.</p> <p>People in quarantine should stay home, separate themselves from other members of the family as much as possible, and monitor their health for 14 days after they have come into contact with a person infected with COVID-19.</p> <p>*Monitoring your health: Check your temperature twice a day and watch for other symptoms.</p>
<b>What is isolation?</b>	<p>Isolation is used to separate people infected with the virus (those who are ill with COVID-19), those who have no symptoms but have tested positive for COVID-19, and those who have been tested for COVID-19 and are waiting for test results), from people who are not infected.</p> <p>People who are in isolation should stay home until it is safe for them to be around others. They should also keep themselves separate from other family members as much as possible.</p> <p>It is safe to be around other people again when:</p> <ul style="list-style-type: none"> <li>» You have had no fever for 3 days and</li> <li>» your respiratory symptoms have improved (e.g. cough, shortness of breath) and</li> <li>» it has been 10 days since your symptoms first appeared</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>» You have had two negative test results in a row at least 24 hours apart.</li> <li>» People with conditions that weaken their immune system may need to stay at home for longer.</li> </ul>
<b>What does testing for COVID-19 involve?</b>	<p>A health worker will take a sample from your respiratory system, such as a swab from the inside of your nose to check if you are currently infected with the virus.</p> <p>If you are not infected with the virus when you are tested, this does not mean that you cannot contract the virus from someone later and become ill. Social distancing, masks, hand hygiene and other measures to protect yourself against COVID-19 should continue to be applied even if you have tested negative for COVID-19.</p> <p>The availability of tests, and testing protocols vary from country to country and will depend on your location.</p>
<b>What is contact tracing?</b>	<p>Contact tracing involves identifying persons who may have come into close contact with someone who is infected with COVID-19, so that persons who have been exposed to the virus can be quarantined or asked to quarantine even if they are not showing symptoms of the disease.</p> <p>Contact tracing helps prevent the spread of infection in a workplace. It can be undertaken by health authorities, employers, or independently by the union or workers.</p>
<b>What is a transmission break?</b>	<p>A transmission break is any method used to prevent disease from spreading from one person to another person. For covid-19 transmission breaks include social distancing, isolation, quarantine, masks and other ppe, hand hygiene, ventilation, cleaning, and disinfection etc.</p>



## The Application of Transmission Breaks in Union Environment

### Social distancing (see Advisory 1A)

#### Isolation

- ▶ Persons who are exhibiting symptoms of COVID-19 or who do not have visible symptoms but have tested positive for the disease should be asked to not come to work, use union offices or participate in meetings or any other union activity requiring physical presence or contact with others until they are infection free.
- ▶ Ask infected workers to go home and rest for the required isolation period.
- ▶ If it is possible, ensure that workers who have been ill or who have tested positive for COVID-19, test negative before they return to work

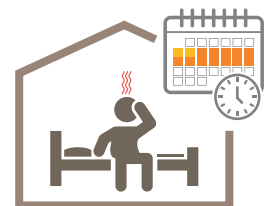
#### Quarantine

- ▶ Those exposed to the virus, or living with someone who is ill or has tested positive for COVID-19, should stay at home and limit movement for 14 days.
- ▶ Contact Tracing: Try to identify persons who have had close or extended contact with the infected person within 14 days.
- ▶ This can include other workers who have shared an office or workstation with the infected person, or persons that may have had close contact with the infected person during trainings, labour inspections or other activities
- ▶ Inform identified persons that they have been exposed to COVID-19 and may be infected
- ▶ To prevent spread of the virus in union offices, ask workers and employees who have had close contact to with the infected party to quarantine at home for 14 days from the point of exposure
- ▶ Advise others who may have been infected to quarantine at home for 14 days from the point of exposure
- ▶ In a situation where an infected or potentially infected worker lives in worker accommodation and cannot go home:
  - ▶ A space should be assigned to him or her within the facility for the duration of the isolation or quarantine period, and necessary support provided for food and other needs.
  - ▶ If s/he has COVID-19 symptoms, a caregiver should be assigned to provide care as needed.
  - ▶ Social distancing measures for care at home should be applied as appropriate.
  - ▶ The caregiver and the ill worker should be given necessary information including when to seek emergency medical treatment (See Advisory 1A)

#### It is recommended that unions should:

- ▶ Actively encourage workers to inform union representatives if they feel unwell.
- ▶ Actively encourage workers to monitor themselves for signs and symptoms of COVID-19 especially if they have undertaken work in communities with a high incidence of COVID-19 infections
- ▶ Remain informed of official COVID-19 testing and containment protocols and provisions, and healthcare and other services in their area

People will quarantine or isolate themselves if it is possible for them to do so. In circumstances, for example, where their food security and that of their families is assured, and if they do not lose their jobs or other benefits as a consequence of missing work. Providing necessary support for union workers and others will encourage potentially infected and infected people to stay at home.



#### Ventilation

- ▶ Close off areas that may have been used or visited by the ill person within 7 days, including toilets, kitchens and common areas.
- ▶ Open outside doors and windows and use fans to increase air circulation in the area.
- ▶ Wait 24 hours before beginning cleaning and disinfection.

## Personal Protective Equipment (PPE)

### Masks (or cloth face coverings)

If you have COVID-19, if you are waiting for test results, or if you are in quarantine:

- ▶ You should wear a mask when you are around other people including when you are outside.
- ▶ You should wear a mask when you are not alone in a room, and particularly any time when you are less than 2m distance from other people

- ✓ Disposable masks should not be reused
- ✓ Masks should be thrown away when they become damaged, or uncomfortable or when they no longer fit snugly on the face.
- ✓ Masks should be replaced frequently
- ✓ Masks should be washed frequently if they are reusable (washable) masks.

### Gloves (fluid repellent/waterproof)

- ▶ Wear gloves (if you have access to them) when you are cleaning and disinfecting work areas, bathrooms and handling garbage or rubbish bins.
- ▶ You should remove the gloves after you have finished cleaning since the outside of the gloves may carry the virus.

- ✓ Disposable gloves should be thrown away after one use.
- ✓ Reusable gloves should be cleaned after use.
- ✓ Torn or damaged gloves should be thrown away.

### Aprons/Gowns, Eye Protection

Wear aprons/gowns or eye protection (if you have access to them) when you are within 2m of an ill person, and when you are cleaning and disinfecting an ill person's space or personal items

## Cleaning, Disinfection and Disposal

Liquid bleach (household bleach) can be used to disinfect surfaces and laundry. When using bleach or any other disinfectant that can burn your skin use gloves, ensure good ventilation and keep disinfectants away from children and animals.

Clean and disinfect all areas such as offices, toilets, common areas, chairs, tables, shared objects including electronic devices (computers, keyboard, tablets, remote controls etc.) focusing on frequently touched surfaces such as door handles, light switches etc.

If it has been more than 7 days since a person with suspected/confirmed COVID-19 has visited or used the facility, additional cleaning and disinfection is not necessary.

Immediately place used tissues, disposable or damaged masks, gloves, cleaning rags, and potentially infected items etc. in a closed bin that is lined with a plastic or disposable bag.

For details on cleaning and disinfection:  
See Advisory 3A & 3B and Guideline 1 on making Union Offices Safe for Use during the COVID-19 Pandemic:

If you do not have a closed bin, place infected rubbish in a disposable/plastic bag and tie the ends of the bag.

Do not throw out infected or potentially infected items without first placing them in a disposable/plastic bag and tying the ends.

If possible, place the bag in a second bag and tie the ends.

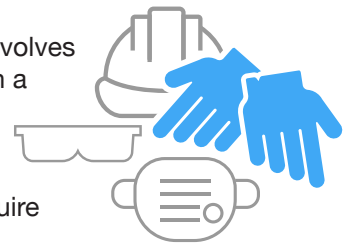
If possible, hold the bagged rubbish for 3 days before throwing it away.

Frequently clean and disinfect bins used for infected rubbish

**Advisory 2**

# COVID-19: Personal Protective Equipment (PPE) Recommendations and Safe usage Guide

Most union related work can be classified as Medium Exposure Risk since it involves a high level of contact with other people including with multiple communities in a variety of settings. Others who work in union offices and come into regular contact with potential sources of infection (such as cleaning and kitchen staff) will also have a medium level of risk to virus exposure. Cleaning staff may additionally be exposed to harmful chemicals from disinfectants which will require them to wear PPE.



This advisory provides information on non-specialist PPE suitable for use for persons who have a Medium Exposure Risk to the coronavirus, or who may require non-specialist PPE for other reasons.

*\*Cleaning staff may require additional or more specialized PPE in accordance with the health and safety requirements of disinfectants that may be in use, and the level of risk involved in cleaning methods in use.*

**What personal protective equipment (ppe) should be used and by whom?**

**When should personal protective equipment (ppe) be worn?**

**How can personal protection equipment (ppe) be used safely?**

**How can personal protective equipment (ppe) be cleaned/ discarded safely?**

## Cloth masks (or cloth face coverings)

Cloth masks can be purchased or home made



### Masks reduce the transmission of airborne viruses

- ▶ Cloth masks DO NOT block all of the virus if it is present in the air.
- ▶ Masks are NOT a substitute for social distancing.
- ▶ Masks should be worn in addition to maintaining a safe social distance of 2m between yourself and other people.

### Cloth masks made from multiple layers of fabric are recommended for:

- ▶ All persons in public settings where social distancing measures are difficult to maintain at all times.
- ▶ For persons under isolation or quarantine at home when they are not alone
- ▶ Within the home for all persons who are within 2m of someone who is under isolation or in quarantine

### **Precautions:**

Masks/Cloth face coverings should NOT be worn by:

- ✓ Children under 2
- ✓ Anyone who has trouble breathing
- ✓ Anyone who is unconscious
- ✓ Anyone who cannot remove the mask without help

**Masks should be worn in all situations that carry a risk of community based virus transmission. They should be worn:**

- ▶ Inside union offices, and during all activities undertaken by union representatives and activists outside the office. Including during: organizing, site and factory visits, inspections, meetings, when meeting and talking to people, and during strikes and protests
- ▶ In transit and particularly while using public transport
- ▶ By all persons invited to union organized events.
- ▶ By cleaning, kitchen and other staff while working, and when taking breaks at work if there are other people in the same space, or if they are in an indoor environment that is frequently in use.
- ▶ By persons who are ill with COVID-19 when they leave the house to see the doctor, and by persons under quarantine if they have to leave the house

Ideally all union representatives should have several clean masks to be worn during the course of one day

#### **Precautions when using masks**

- ▶ Masks should cover the nose and mouth completely and fit snugly but comfortably on the side of the face. They should be secured with ties or ear loops and allow for breathing without restriction.
- ▶ If they are reusable masks, they should be able to be washed without damage or change to their shape.
- ▶ Avoid touching the front of the mask while you are wearing it since this area may be contaminated.
- ▶ Use the ear loops or strings to adjust the mask if you need to.
- ▶ If you touch the front of mask, immediately wash your hands with soap and water, or clean your hands with an alcohol-based hand sanitizer.
- ▶ It is safer to wear a fresh mask than to put on a used one that has been taken off to eat or drink.
- ▶ If you intend to wear the same mask again without washing it, make sure that it is folded and stored in a way that the outside (potentially contaminated part) of the mask does not touch the inside of the mask (the side that touches your face)

#### **Putting on masks and taking them off safely**

- ▶ Wash your hands with soap and water for 20 seconds before putting the mask on or clean your hands with an alcohol-based hand sanitizer with at least 60% alcohol content (rub the sanitizer on both sides of your hands until it is dry).
- ▶ When taking the mask off, touch the ear loops or strings rather than the surface of the mask since this may be contaminated
- ▶ Place the used mask in a disposable/plastic bag and tie the ends of the bag for disposal, or storage until it can be washed
- ▶ Immediately wash your hands with soap and water for 20 seconds or use hand sanitizer

#### **Cleaning and disposing masks**

##### **Disposable masks**

- ▶ Disposable masks should not be reused.
- ▶ A disposable mask should be placed in a disposable/plastic bag immediately after taking it off, and the ends of the bag tied
- ▶ If feasible place this bag in a second disposable/plastic bag and tie the ends of the bag
- ▶ If feasible hold the bag for 3 days situated at the location before throwing it away
- ▶ Dispose of bagged masks with regular waste

For how to prepare a mild chlorine solution (0.05% chlorine) see Advisory 3B

## Reusable cloth masks

Reusable cloth masks/cloth face coverings should be washed with soap/detergent in the hottest water available.

### a. Machine wash

- » Wash in hot water (70- 80°C/ 158-176°F) with detergent
- » Machine dry or air dry

### b. Hand wash

- » Use hot water and soap/detergent to wash cloth masks.
- » In hand washing the water may not be hot enough to kill the virus.
- » You can: If feasible, soak the mask in a mild chlorine solution (0.05% chlorine) for 5 minutes after you have washed it.
- » Rinse with room temperature water or cold water
- » Air dry

### Precautions

If you are using bleach or any other disinfectant that can burn your skin

- ✓ Use gloves
- ✓ Ensure good ventilation
- ✓ Keep bleach/disinfectants away from children and animals

If it is not feasible for you to disinfect the mask. Soak the dirty mask in hot water and detergent overnight, then wash, rinse and air dry.

Masks should be discarded if they are damaged. E.g. If they are torn or have a hole in them, or if they no longer fit snugly against the face.

## Gloves

### Gloves prevent:

1. Contamination of the wearer's hands. However, the outside of the gloves will be contaminated and will transfer infection if:
  - » You touch your eyes, nose or mouth while wearing contaminated gloves.
  - » You do not follow the proper procedure for putting on and taking off gloves (including practicing hand hygiene).
2. Damage to the skin from harmful chemicals such as those contained in disinfectants



### Fluid repellent (waterproof) gloves are recommended for:

1. Cleaning staff
2. For union workers in some higher risk situations.
3. For persons under isolation or quarantine at home in some situations
4. For persons who are caring for someone who has COVID-19.
5. By anyone who is using a disinfectant that can harm the skin.

### Disposable (single use) gloves and reusable gloves can be both used.

### Gloves should be worn:

1. By cleaning staff while undertaking cleaning and disinfection
2. By persons under quarantine or isolation at home when they are cleaning and disinfecting their space and personal items
3. By a person who is caring for someone who is ill during cleaning and disinfection, and when handling personal or other items touched by the ill person.
4. By union representatives if they are visiting a higher risk environment for example, if they are working in a community that has a high number of confirmed cases of COVID-19 or where a number of people are ill with COVID-19 symptoms but have not been tested.
5. If they are going to have close contact with someone who has tested positive for COVID-19, or has symptoms of COVID-19.
6. By anyone who is using a disinfectant that can harm the skin.

## Precautions when using gloves

### The outside of your gloves may be contaminated:

- ▶ Do not touch your face, eyes or mouth with gloved hands
- ▶ Avoid touching things you do not have to touch
- ▶ Remove your gloves immediately after providing care for someone who is ill, and immediately wash your hands with soap and water, or use hand sanitizer

### If you are working with multiple communities, or going to multiple sites/ homes:

- ▶ Put on a fresh pair of gloves after visiting one community/site and before going to the next.
- ▶ Wash your hands with soap and water or use hand sanitizer after removing your gloves, and before putting on a fresh pair
- ▶ Wearing dirty or contaminated gloves is the same as having dirty or contaminated hands.

Gloves that are contaminated with the virus on the outside can transfer the virus to you, and to other people.

You can wash your gloves with soap and hot water while you are wearing them like you would wash your hands.

When you cannot change your gloves, you should wash your hands with your gloves on as often as you can.

## Removing, cleaning and disposing of gloves

### Disposable Gloves

For how to prepare a mild chlorine solution (0.05% chlorine): See Advisory 3B

1. Grasp the outside of one glove at the wrist. Do not touch your bare skin.
2. Peel the glove away from your body, pulling it inside out.
3. Hold the glove you have just removed in your gloved hand.
4. Peel off the second glove by putting your fingers inside the glove at the top of your wrist.
5. Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.
6. Place the used gloves in a disposable/plastic bag and tie the ends of the bag
7. Wash your hands with soap and water for 20 seconds before touching anything else OR Clean your hands with an alcohol-based hand sanitizer with at least 60% alcohol content (rub the sanitizer on both sides of your hands till it is dry).
8. Do not reuse disposable gloves
9. Disposable gloves should be placed in a disposable/plastic bag immediately after taking them off, and the ends of the bag tied
10. If feasible, place this bag in a second disposable/plastic bag and tie the ends of the bag
11. If feasible, hold the bag for 3 days at the location before throwing it away
12. Dispose of bagged gloves with regular waste
13. If feasible, disposable gloves should be washed or washed and disinfected before you take them off, prior to bagging them. See method for cleaning and disinfecting reusable gloves for details

### Reusable Gloves

Reusable gloves should be washed, or washed and disinfected between uses. Remove the gloves and immediately wash your hands with soap and water for 20 seconds OR Clean your hands with an alcohol-based hand sanitizer with at least 60% alcohol content (rub the sanitizer on both sides of your hands till it is dry).

1. While still wearing them,
  - » Wash the outside of the gloves with soap/ detergent and hot water. You can dip your gloved hands in a mild chlorine solution (0.05% chlorine) for 1 minute.
  - » Turn the gloves inside out and soak them for a few minutes in detergent/soap and hot water.
  - » Rinse the gloves in clean room temperature water or cold water.
  - » Air dry before reuse
2. Remove the gloves
  - » Soak the gloves in soap/detergent and hot water overnight.
  - » Rub the soaked gloves to remove dirt
  - » Rinse in clean water
  - » Air dry before reuse.



## Protective Clothing (gowns and aprons)

If gowns are unavailable aprons can be used instead.

Fluid repellent (waterproof) cloth gowns/aprons (usually made from polyester or polyester-cotton fabric) are preferable to non-fluid repellent gowns or aprons.

Wearing two regular shirts on top of each other is not the same as wearing protective clothing (overalls, gowns, aprons etc.)

Protective clothing is made in such a way that the cloth resists the penetration of harmful elements whether it is completely waterproof or not.



### Protective clothing serves to:

1. Reduce the transfer of infected droplets or other body fluids from an ill person to the skin and clothing of a healthy person, from where it can be more easily transferred to the healthy person's eyes, nose or mouth, and cause illness
2. Protect the wearer from harmful chemicals E.g. such as those contained in disinfectants which can damage the skin

### Long sleeved cloth gowns are recommended for:

- ▶ Cleaning staff while cleaning and disinfecting union offices and facilities, and while handling rubbish. Aprons can be worn on top of overalls for general cleaning and disinfection.
- ▶ Union representatives in some higher risk situations where they may have close contact with people who are ill with COVID-19. Such environments should be avoided, however, if they cannot be avoided then an independent assessment should be undertaken to determine the level of risk and PPE requirements.
- ▶ Anyone preparing diluted disinfectants from concentrated forms, particularly when these are prepared in large quantities for non-domestic use; or anyone using disinfectants in concentrated forms. See Advisory 3B

### Precautions when using gowns/aprons:

- ▶ Avoid touching the front and sleeves of the gown/apron while you are wearing it since these areas may become contaminated with the virus.

### Removing gowns/aprons:

- i. Untie the fasteners/string and pull the gown away from your body, touching the inside of the gown only.
- ii. Without touching the front or sleeves of the gown, roll it into a tight ball so that the potentially contaminated part of the gown is contained on the inside of the ball.
- iii. Place the used gown in a disposable/plastic bag and tie the ends of the bag
- iv. Wash your hands and forearms with soap and water for 20 seconds before touching anything else

### Removing, cleaning and disposing of gowns/aprons

#### Single Use Gowns/Aprons

- ▶ Plastic gowns and aprons cannot be decontaminated and should not be reused.
- ▶ Single use gowns/aprons should be placed in a disposable/plastic bag immediately after taking them off, and the ends of the bag tied
- ▶ If feasible place this bag in a second disposable/plastic bag and tie the ends of the bag
- ▶ If feasible hold the bag for 3 days in situ before throwing it away
- ▶ Dispose of bagged gowns/aprons with regular waste

For how to prepare a mild chlorine solution (0.05% chlorine): See Advisory 3B

## Reusable Gowns/Aprons

### Machine Wash

- ▶ Wash reusable gowns/aprons, and overalls with soap/detergent in the hottest water available (70-80°C/ 158-176°F for 10 minutes).
- ▶ Dry completely

### Wash by hand

- ▶ Wear Gloves
- ▶ Clean: Immerse reusable gowns/aprons and overalls in soap/detergent and hot water and scrub to remove dirt
- ▶ Disinfect: Soak the gown in a mild chlorine solution (0.05% chlorine) for 30 minutes after cleaning (washing) it. Then rinse it in room temperature water or cold water and air dry it.
- ▶ You should disinfect gowns/aprons/overalls in addition to hand washing them if they have been worn in higher risk situations E.g For cleaning and disinfecting areas that have been used by persons with COVID-19 or persons who might have COVID-19 (Union offices and facilities will likely fall in this category if there is high incidence of illness in the area.

If it is difficult for cleaning staff and union workers to disinfect PPE at home, unions should consider providing facilities to collectively disinfect PPE at union.

If it is not feasible to disinfect reusable gowns using a chlorine solution or other disinfectant then soak the used gown in hot water and soap/detergent overnight, then wash, rinse and air dry it.

## Eye Protection (goggles, face shields, etc.)

Eye protection may be needed to protect the eyes of healthy persons. Eye protection will prevent infected droplets from landing on your eyes when an ill person coughs and sneezes. It also prevents damage from harmful chemicals, e.g., disinfectants which can splash into the eyes during cleaning and disinfection activities.



- ▶ Goggles: To be effective goggles must fit snugly, particularly from the corners of the eye and across the brow.
- ▶ Face shields should have crown and chin protection and wrap around the face to the point of the ear.
- ▶ Regular eye glasses/spectacles are not the same as eye protection although they can protect the eyes against disinfectant splashes to a degree in domestic situations

### Eye protection is recommended for:

- ▶ Cleaning staff when disinfecting union offices and facilities depending on the level of risk involved.
- ▶ People who are caring for persons who are ill with COVID-19 in some high risk situations.

### Precautions when using eye protection

- ▶ Do not touch the outside of your protective eyewear. It may be contaminated.
- ▶ Before removing your eyewear wash your hands with soap and water or clean your hands with hand sanitizer.
- ▶ Tilt your head forward and lift the head band or ear pieces.
- ▶ Avoid touching the front surface of the goggles/face shield
- ▶ Wash your hands with soap and water for 20 seconds or clean your hands with an alcohol-based hand sanitizer with at least 60% alcohol content (rub the sanitizer on both sides of your hands till it is dry)

### Cleaning and disposing of damaged goggles/face shields:

- ▶ Immerse reusable eyewear in (or wipe the eyewear with), a neutral detergent and warm water solution or Immerse the eyewear in or wipe it with a disinfectant.
- ▶ Remove any visible dirt
- ▶ Rinse with clean water
- ▶ Air dry or wipe with a clean towel
- ▶ Follow manufacturer's guidance on what kind of disinfectant to use, or use 0.1% chlorine
- ▶ When discarding damaged protective eye wear place it in a disposable/plastic bag immediately after taking it off, and tie the ends of the bag.
- ▶ If feasible, place this bag in a second disposable/plastic bag and tie the ends of the bag
- ▶ If feasible hold the bag for 3 days in situ before throwing it away
- ▶ Dispose of bagged eyewear with regular waste



### Advisory 3

# COVID-19: Cleaning and Disinfection of Public Spaces

The novel coronavirus can remain active on surfaces for up to 7 days. This makes public spaces such as union offices where there is high traffic of persons from multiple locations and communities prone to harbouring the active virus on surface and objects.

Frequent cleaning and disinfection prevent virus transmission and is critical to limiting COVID-19 spread among workers and their communities.

#### Advisory 3A: Cleaning and Disinfection Methods

**Cleaning followed by disinfection effectively removes the virus. Either process undertaken on its own will be only partially effective.**

## Cleaning

- ▶ Cleaning refers to the removal of dirt and impurities including germs from surfaces using soap or detergent and water.
- ▶ Cleaning alone does not kill germs, it decreases their number.
- ▶ Using only water is NOT effective for cleaning.



## Disinfection

- ▶ Disinfection is the use of chemicals to kill germs.
- ▶ Disinfection is used as a second process after cleaning to ensure the complete removal of the virus from surfaces.
- ▶ Common household disinfectants are effective against the coronavirus (COVID-19). The virus can be deactivated from surfaces by using:
  - i. A solution of ethanol (alcohol), with 70% alcohol content
  - ii. Chlorine based disinfectants such as household bleach diluted with water.
- ▶ Different concentrations of bleach/chlorine will be suitable for disinfecting different surfaces and items
- ▶ Diluted bleach solutions will lose their strength over time
- ▶ When disinfecting open windows and doors, and turn on any fans or exhaust fans.
- ▶ For disinfection using a chlorine based disinfectant e.g. diluted household bleach. You can also use an alcohol based sanitizer with at least 70% alcohol.
  - i. Make sure that the surface/item is clean and dry. If it is dirty clean it first.
  - ii. Apply the disinfectant to the surface using a cloth or spray bottle.
  - iii. Leave it on the surface for at least 1 minute.
  - iv. Wipe dry.

#### Warnings:

- » It is dangerous to mix different chemicals and disinfectants together, e.g. Ammonia should not be mixed with chlorine or bleach.
- » Disinfectants can be hazardous to health.
- » DO NOT USE disinfectants in poorly ventilated areas.
- » DO NOT USE disinfectants without wearing appropriate Personal Protective Equipment (PPE).
- » DO NOT eat, drink or inject disinfectants into your body.
- » DO NOT apply disinfectants directly onto your skin unless the product specifically for disinfecting hands.
- » DO NOT use disinfectants to wipe down pets or on animals in general.
- » STORE DISINFECTANTS SAFELY. Keep disinfectants away from children and animals.
- » Label diluted cleaning solutions clearly.

## Type of object/surface

Hard (non-porous) surfaces: Metal, wood, stone, plastic, brick, ceramic etc. Walls with a waterproof (enamel/acrylic) paint coating, floors, windows, doors, door handles, tables, chairs, shelves, cabinets, countertops, taps, toilets, sinks, light switches, lamps, fans, air conditioners, heaters, etc.

- ▶ If surfaces are dirty, they should be cleaned using detergent/soap and water prior to disinfection.
- ▶ Damp cleaning methods should be used to avoid dispersing the virus, such as by using damp cleaning cloths, damp scrubbing pads, wet mops etc.
- ▶ For disinfecting hard non porous surfaces a strong chlorine solution (0.5% chlorine) is usually suitable (0.5% chlorine solution is harmful to the skin. Fluid repellent/waterproof gloves should be worn while using it).

### **Soft (porous) surfaces that are fixed in place: fitted carpets, upholstery etc.**

- ▶ Remove visible contamination from carpets and upholstery using soap/detergent and water.
- ▶ In high traffic areas any curtains etc. that can be removed for the duration of the pandemic should be removed if it can be done without compromising the function of the space.
- ▶ Wipe down washed area with a damp cloth.
- ▶ Sweep or vacuum carpets. It is safer to use a vacuum cleaner than a broom or brush, if one is available, to avoid dispersing the virus.
- ▶ For disinfecting hard soft (porous) surfaces a mild chlorine solution (0.05% chlorine) is usually suitable
- ▶ Leave the disinfectant on the surface for 5 minutes and then wipe down with a damp cloth to prevent discolouration.

For how to prepare a strong chlorine solution (0.05% chlorine): See Advisory 3B

### **Soft (porous) surfaces that can be removed and washed: clothes, curtains, loose seat and cushion covers, sheets, towels etc.**

- ▶ In order to reduce the possibility of dispersing virus do not shake dirty laundry.
- ▶ Do not hug laundry items to your chest. Place them in a bag or hamper to transport them. (Clean and disinfect the container used to transport dirty laundry, after each use.)
- ▶ Any shared towels in a public toilet should be removed.
- ▶ Wash items with soap/detergent and hot water and dry them completely.
- ▶ Machine wash: Wash in hot water (70- 80°C/ 158-176°F) with detergent.
- ▶ Hand wash: Wash in hot water and soap/detergent.
- ▶ Disinfect (see disinfection).
- ▶ Rinse in clean water.
- ▶ Machine or air dry.

### **Electronics: Including tablets, screens, touch screens, keyboards, remote controls etc.**

- ▶ Remove visible contamination if present. Make sure that the surface is clean.
- ▶ If no manufacturer's guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens, tablets etc.
- ▶ Dry surfaces thoroughly to avoid pooling of liquids

## Personal Protective Equipment (PPE) and Precautions for Cleaning Staff

### Cleaning staff should wear:

#### 1. During cleaning, and when handling rubbish

- ▶ Disposable or reusable fluid resistant gloves
- ▶ Aprons
- ▶ Additional PPE might be required based on the cleaning products being used and on whether there is a splash risk (e.g. protective eye wear etc.)



#### 2. When cleaning an area occupied by a COVID-19 patient (i.e. someone who has COVID-19 and is showing symptoms of the disease, coughing, sneezing etc).

- ▶ Disposable or reusable fluid resistant gloves.
- ▶ A gown (or if a gown is not available, an apron).
- ▶ Protective eye wear.
- ▶ Consider a specialist mask rather than a cloth mask.

#### 3. At all times

- ▶ Cloth Masks/cloth face coverings (Cloth masks are COVID-19 specific safeguards and should be worn by everybody in the workplace)
- ▶ Cleaning staff should clean their hands often, and apply all protocols for using PPE safely.
- ▶ Cleaning staff should be trained in new cleaning and disinfection protocols.
- ▶ Training should include:
  - » Safe use of PPE
  - » Safe use of Disinfectants
  - » How to clean and disinfect. What to clean and disinfect. When to clean and disinfect.
- ▶ Cleaning staff should immediately report the following to union representatives responsible for administration:
  - i. Any damage to PPE such as a tear in gloves, or if PPE becomes sticky, discoloured or thin. Torn or damaged PPE should be discarded and replaced
  - ii. Any skin, eye or other irritation, sharpness in throat or chest or other health problem experienced during or after cleaning and disinfection. If the problem persists management should discontinue disinfection and seek professional guidance. Management should advise the person experiencing health problems to see a doctor if problems persist.
- ▶ Appropriate union representatives should assess and reassess cleaning products, process and PPE requirements .

For details of non-specialist PPE and safe usage: See Advisory 2

**Advisory 3B: Household Bleach Dilution: Preparation of Disinfectants**

Chlorine based products such as household bleach are effective for disinfection against coronaviruses.

Household bleach usually contains 5-6% chlorine (1000ppm sodium hypochlorite). Household bleach must be diluted properly to make disinfectants suitable for different purposes. This advisory provides guidance on how to safely and accurately dilute household bleach for disinfection.



## General Guidance

### 1. Check the label on the bottle.

- ▶ The bleach must contain 5-6% sodium hypochlorite/chlorine or 1000ppm sodium hypochlorite (some household bleaches are not suitable)
- ▶ Check the expiration date. Expired bleach will not work

### 2. Prepared bleach solutions.

- i. Store in a closed, labeled container
- ii. Do not store in direct sunlight.
- iii. Bleach solutions must be prepared daily; they lose effectiveness after 24 hours.

### 3. Health and safety warning:

#### a. Bleach can burn the skin and eyes. Chlorine releases fumes that can damage your lungs

Precautions must be taken to protect skin and eyes from direct contact with bleach when preparing bleach solutions and when using bleach solutions depending on the strength. A mild bleach solution containing 0.05% chlorine, does not harm the skin and can be used to disinfect hands; a strong bleach solution containing 0.5% chlorine, or more is caustic and will burn your skin.

\*If you get bleach or a strong bleach solution on your skin or in your eyes, wash immediately with lukewarm or room temperature water for 30 minutes and seek medical treatment if required. If you get bleach in your eyes a doctor should be contacted, even if there are no symptoms, to confirm if treatment is needed

- i. Use Personal Protective Equipment (PPE)
  - » Gloves (water repellant/waterproof)
  - » Mask to cover your nose and mouth
  - » Apron/gown especially if you are preparing or using bleach in large quantities
  - » Protective Eye Wear especially if you are preparing or using bleach in large quantities
- ii. Ensure Ventilation
  - » Do not prepare or use bleach solutions in a poorly ventilated space. Open windows and doors and put on fans



#### b. Bleach can be fatal if swallowed or injected.

- i. Keep bleach away from children and animals
- ii. If bleach is ingested or injected seek medical treatment immediately

#### c. Do not mix ammonia with bleach.



Solution concentration	Suitable for Disinfecting	Preparation Smaller quantity preparation (Homes) from liquid bleach containing 5-6% sodium hypochlorite
<p><b>Strong Bleach Solution</b></p> <p>0.5 % Chlorine</p> <p><i>0.5 % bleach solution is caustic. Care must be taken in handling and preparation</i></p>	<p><b>Hard non porous surfaces</b></p> <p><b>Metal, wood, plastic, some stone, brick ceramic, etc.</b></p> <p><i>Floors, windows, doors, toilets, bathrooms, tables, chairs, doors, counters, handles, taps, shelves, cabinets, taps, handles, walls with waterproof coating, sinks, heaters, fans, air-conditioners etc.</i></p>	<p><b>Step 1: Make sure the space is well ventilated</b></p> <p><b>Step 2: Put on PPE</b></p> <ul style="list-style-type: none"> <li>• Fluid repellent gloves</li> <li>• Mask</li> <li>• Consider protective eye wear</li> <li>• Make sure your skin is protected</li> </ul> <p><b>Step 3: Add 5 tablespoons of liquid bleach to 4 litres of water</b> (1 litre of water is about the same as a kilo of water)</p> <p style="text-align: center;">or</p> <p><b>Add 4 teaspoons of liquid bleach to 1 litre of water</b></p> <p><b>Step 4: Stir</b></p>
<p><b>Medium Strength Bleach Solution</b></p> <p>0.1 % Chlorine</p>	<p><b>Protective Eyewear</b></p> <p>Goggles, Face shields</p>	<p><b>Step 1: Make sure the space is well ventilated</b></p> <p><b>Step 2: Put on PPE</b></p> <ul style="list-style-type: none"> <li>• Fluid repellent gloves</li> <li>• Mask</li> <li>• Make sure your eyes and skin are protected</li> </ul> <p><b>Step 3: Add 1 part Strong Bleach solution</b> (0.5% chlorine) <b>to 4 parts room temperature water</b> (use a cup so that the quantities added are consistent)</p> <p><b>Step 4: Stir well for 10 seconds</b></p> <p><b>Step 5: Wait 30 minutes before using</b></p>
<p><b>Mild Bleach Solution</b></p> <p>0.05 % chlorine</p>	<p><b>1. Laundry</b></p> <p>Clothes, towels, bedsheets, removable soft furnishing (curtains, seat covers)</p> <p><b>2. Cleaning Equipment</b></p> <p>Cleaning cloths, mop heads etc.</p> <p><b>3. Personal Protective Equipment</b></p> <ul style="list-style-type: none"> <li>i. Cloth masks</li> <li>ii. Reusable gloves, gowns, aprons, overalls</li> </ul> <p><b>4. Hands</b></p>	<p><b>Step 1: Make sure the space is well ventilated</b></p> <p><b>Step 2: Put on PPE</b></p> <ul style="list-style-type: none"> <li>• Fluid repellent gloves</li> <li>• Mask</li> <li>• Make sure your eyes and skin are protected</li> </ul> <p><b>Step 3: Add 9 parts room temperature water to 1 part Strong Bleach Solution</b> (0.5% chlorine)</p> <p><b>Step 4: Stir well for 10 seconds</b></p> <p><b>Step 5: Wait 30 minutes before using</b></p>

**Advisory 3C: Public spaces: Cleaning and Disinfection Frequency**

The frequency of cleaning and disinfection depends how a facility/space is used, the number of people using it, and how often they use it. A cleaning and disinfection protocol should be devised or adapted by each union office based on specific circumstances. The table below provides a general guideline for workspaces with a volume of daily traffic. It does not include cleaning and disinfection procedures following an outbreak of COVID-19 infection among the users of a given facility. For cleaning and disinfection following the use of a facility by someone infected with COVID-19 see Advisory 1B.

What should be cleaned and disinfected?	How often?
Areas unoccupied for 7 or more days or outdoor areas such as paths and patios need only routine cleaning and do not need to be disinfected	As normal
<b>General usage space/surfaces</b> Floors, accessible windows, large surfaces that people tend to lean against, doors, desks, chairs, tables, portable fans, heating and cooling units etc. (Cleaning and Disinfection)	Once every 24 hours
<b>Frequently touched surfaces or objects</b> Door handles, light switches, taps, sinks, toilets, bins, hand rails, kitchen counters etc. or frequently used areas such as bathrooms and kitchens. (Cleaning and Disinfection)	Twice a day or several times a day as needed.
<b>Soft furnishings</b> Carpets, seat covers, curtains etc. (Cleaning and Disinfection)	Increase frequency as needed
<b>Cleaning equipment</b> Buckets, mops, mop heads, cleaning cloths etc. (Cleaning and Disinfection)	After each shift
<b>Shared items and office equipment</b> Computer keyboards, printers touch screens, remote controls etc. (Disinfection)	Disinfected between users or as needed
<b>Shared crockery and cutlery</b> Glasses, cups, plates, spoons, forks etc. should be well washed with detergent or soap and hot water. (Cleaning)	Between uses
<b>Transport</b> If the Union hires transport (buses/vans etc.) it should be cleaned and disinfected prior to use, using the cleaning and disinfection guidelines provided. If it has different passengers on the return journey, key areas that are touched more should be cleaned and disinfected again prior to reuse of the transport.	Prior to use





## **Practical Health & Safety Guide for Trade Unions during the COVID-19 Pandemic**

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