

# Managing covid cases at work

It is unavoidable that once in a while someone may be COVID positive in the workplace. Use this checklist to help stop the spread:



## Ensure areas are well ventilated



- o Open windows
- o Work outdoors where possible



## Encourage personal protective measures



- o Wear masks
- o Practice social distancing



## Maintain good hygiene practices



- o Wash hands regularly
- o Use hand sanitiser after touching common surfaces
- o Use disinfectant

Encourage staff who become unwell to **stay home** or **work from home**.

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