

ANNEX 26: COVID-19 GUIDELINES FOR PHYSICAL DISTANCING AT THE WORKPLACE, HOME AND FOR INDIVIDUALS

The World Health Organization (WHO) has declared COVID-19 as a pandemic on 12th March 2020. This was due to the increase in the number of cases reported around the world. One of the measures to reduce the impact of this pandemic is to practice physical distancing. In view of this MOH recommends physical distancing measures as follows:

(A) Physical Distancing for Workplaces

Workplace measures

- Encourage employees to stay home and notify workplace administrators when sick
- If employees develop symptoms at work, avoid contact with fellow employees and inform employers (for screening/home surveillance)
- Encourage staff to telework when feasible
 - In between departments
 - Interstate
 - Inter organization
 - When employee is on home surveillance
- Encourage a no handshake policy
- Increasing physical space between workers at the worksite (1 metre apart)
- Staggering work schedules
- Limit in-person meetings. If unavoidable, meeting should be short)
- Avoid buffet settings for meals after meetings

- Employees are encouraged to take their meals at their desk where possible
- Avoid congregating in work and photocopier rooms
- Avoid large work-related gatherings (e.g., staff meetings, after-work functions).
- Avoid non-essential work travel.

** Note: refer Annex 25 Management Guidelines for workplaces*

(B) Physical Distancing for Individuals and Families at Home

- Those who have symptoms
 - Are advised to stay at home and self-isolate themselves
 - Avoid contact with family members (protective self-separation)
 - Avoid going out unless absolutely necessary (following precautions)
 - Avoid public transport where possible
- Individuals at increased risk of severe illness (e.g. those with chronic diseases) should consider voluntary avoidance of crowded places e.g. large gatherings
- Limit recreational or other leisure classes, meetings and activities
- Consider getting home delivery food, medication or other essentials
- Limit visitors
- Establish ways to communicate with others (e.g., family, friends, co-workers) e.g. telecommunication
- Consider online payment methods for payment of utilities etc.

(C) Physical Distancing for Schools and Childcare

- Reduce the frequency of large gatherings (e.g., assemblies), and limit the number of attendees per gathering.
- Alter schedules to reduce mixing (e.g., stagger recess, entry/dismissal times)
- Limit inter-school interactions
- Consider distance or e-learning in some settings or for students at increased risk of severe illness

(D) Physical Distancing for Assisted or Senior Living Facilities

- Avoid large gatherings (e.g., group social events).
- Alter schedules to reduce mixing (e.g., stagger meals activities, arrival/ departure times).
- Limit group activities and programs with external staff.
- Consider having residents stay in facility and limit exposure to the general community
- Signage to deny entry to visitors who have symptoms
- Limit visitors and screen them before allowing entry. (e.g. symptom screening etc.)

This guideline may be used as a basis for physical distancing during this period of time. Everyone is advised to keep up to date with the latest developments and advice issued by the Ministry of health.

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